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SECRETARY OF THE AIR FORCE**



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**AIR FORCE RESERVE COMMAND**

**Supplement 1**

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**Transportation**

**CARGO MOVEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 24-2, *Preparation and Movement of Air Force Materiel*. It assigns responsibilities and provides guidance and procedures on the planning, documentation, funding and other actions associated with the movement of Air Force cargo in support of peacetime, exercise, humanitarian and contingency operations. Foreign country laws and Defense Cooperation Agreements (DECA)/Status of Forces Agreements (SOFA) may limit or slightly modify the application of this instruction. The objectives of this instruction are to empower Traffic Management Officers (TMO) with authority and responsibility to meet the cargo movement needs of their customers, to identify references, and to provide necessary procedural guidance. It applies to the U.S. Air Force total force units unless otherwise indicated for the Air Force Reserve Command (AFRC) and the Air National Guard (ANG). **Attachment 1** lists references, acronyms, terms, and other supporting information used in this instruction. If a conflict exists between information in this instruction and DoD 4500.9-R, Defense Transportation Regulation (DTR), Parts I-IV, the DTR will take precedence. NOTE: Many of the publications and sources of information referenced throughout this instruction can be found on the worldwide web through the home pages of the responsible industry or government agency. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction.

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**(AFRC)** The OPR for this supplement is HQ AFRC/LGTT, SMSgt Phillip D. Little. This supplement implements and extends the guidance of Air Force Instruction (AFI) 24-201, 1 January 1999. The AFI is printed word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

(AFRC) This revision covers guidance specific to AFRC Traffic Management Offices. It provides specific guidance for the appointment of a Transportation Agent, payment procedures for Commercial Bills of Lading and Inchecking procedures for shipment destined to their location.

A ( | ) indicates revisions from the previous edition.

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## Chapter 1

### TRAFFIC MANAGEMENT RESPONSIBILITIES

**1.1. Air Force Materiel Command (AFMC) Responsibilities.** Memorandum of Agreement (MOA) between HQ USAF/ILT and HQ AFMC/LG provides for the efficient use of HQ USAF and HQ AFMC resources to accomplish the development and implementation of Air Force transportation policy, processes and procedures.

1.1.1. HQ USAF/ILT retains sole authority to establish or modify transportation policy.

1.1.2. HQ USAF/ILTT is the Air Staff agent for the functional aspects of this agreement and AFMC Logistics Support Office (LSO) is the HQ AFMC/LG MOA agent for this agreement.

1.1.3. HQ USAF/ILTT responsibilities include establishing and modifying transportation policy; approving cargo management and packaging policy prior to publication; attending policy issue meetings; and institutionalizing the responsibilities and authority granted to AFMC LSO by this MOA, within the Air Force and DoD transportation community, to enable AFMC LSO to effectively carry out its mission.

1.1.4. AFMC LSO responsibilities include developing proposals and recommending policy to the Air Staff in all areas of cargo management; packaging, to include focal point for special packaging instructions (SPI); security; hazardous materiel, to include focal point for packaging waivers and Department of Transportation (DoT) exemptions; transportation discrepancies; air clearance; water port liaison; and transportation funding. They also maintain membership on cargo and packaging related committees and groups such as the MILSTAMP Committee; Defense Transportation Regulation Committee (Cargo Part); Air Force Intermodal Systems Development Group; and the Defense Packaging Policy Group (DPPG). In addition, they develop, write, modify, and maintain, in conjunction with the MAJCOMs and with certification by HQ USAF/ILT, those publications which concern the packaging, preparation, documentation, funding, and movement of Air Force material; compile and submit Air Force cargo movement forecasts; and maintain Address Indicator Groups (AIG) 10968 and 10970.

1.1.5. Develop and implement metric processes and procedures to measure compliance with Air Force policy for the movement of materiel and packaging effectiveness.

1.1.6. Provide MAJCOMs monthly metric performance measurement data for their review and analysis.

**1.2. Major Command (MAJCOM) Responsibilities.** Directors of Transportation ensure command TMOs have sufficient training, resources and guidance available to meet their requirements.

1.2.1. Analyze metric performance measurement data on a monthly basis and provide this information to TMOs for their review and action, as appropriate.

1.2.2. MAJCOMs may publish supplements to this instruction. OCONUS MAJCOMs should supplement theater unique processes.

**1.3. Traffic Management Officers (TMO) Responsibilities.** TMOs are the single-manager for all of their installation's cargo movements. They make sound traffic management decisions based on law, offi-



cial agreements, Air Force policy, appropriate guidance and sound business practices. They must use initiative to meet the cargo movement needs of their customers and to provide sound transportation advice. TMOs may discuss with carriers their requirements and historical movement data. TMOs may not negotiate rates or other agreements that are the responsibility of USTRANSCOM or their Transportation Component Commands (TCC) - Air Mobility Command (AMC), Military Sealift Command (MSC), or Military Traffic Management Command (MTMC). See DoD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part I, Passenger Movement; Part II, Cargo Movement; Part III, Mobility; and Part IV, Personal Property). TMOs will:

1.3.1. Organize, program, and manage transportation resources to include host, tenant, and geographically-separated unit support agreements for transportation and funding support.

1.3.2. Appoint transportation agents when necessary. For appointment of transportation agents at ANG bases, see ANGR 130-6/ANGR 11-02, *United States Property and Fiscal Officer Appointment, Duties, and Responsibilities*.

**1.3.2.1. (Added-AFRC)** The minimum requirements to be appointed a transportation agent are:

**1.3.2.1.1. (Added-AFRC)** A commissioned officer in the transportation career field.

**1.3.2.1.2. (Added-AFRC)** A civilian employee whose position is identified, authorized, and assigned to the transportation organization's unit manpower document 9UMD).

**1.3.2.1.3. (Added-AFRC)** A noncommissioned officer (Senior Master Sergeant or Chief Master Sergeant) who holds a current Air Force specialty code (AFSC) in the transportation career field.

**1.3.2.1.4. (Added-AFRC)** A Master Sergeant assigned to a nine skill-level transportation position (in the absence of the above).

**1.3.2.2. (Added-AFRC)** Forward exceptions to paragraphs **1.3.2.1.1. (Added)**, **1.3.2.1.2. (Added)**, **1.3.2.1.3. (Added)** and **1.3.2.1.4. (Added)** to HQ AFRC/LGTT for approval.

1.3.3. Approve on-base commercial carrier accounts and pick-up points for all shipments under the funding responsibility of the TMO.

1.3.4. Analyze monthly metric performance measurement data received from their MAJCOM and take corrective action, as appropriate.

1.3.5. Maintain controls over all small package carrier accounts established and funded by base units or activities for the purpose of transporting official freight shipments.

1.3.5.1. Maintain records of accounts and pick-up locations.

1.3.5.2. Ensure approved tenders, contracts, and service guides are available.

1.3.6. Appoint Cargo Movement Operations System (CMOS) administrators at CMOS operating locations and ensure they receive required training.

1.3.7. Maintain or have electronic access to current editions of all applicable publications to include those for handling hazardous materials.

1.3.8. Use mandatory GSA/AMC approved contract carrier service and USTRANSCOM, Transportation Component Commands (TCCs) - AMC/ MSC/MTMC - organic, procured or approved transportation services. Exceptions to this policy should be minimal.

**1.4. Other Personnel Responsibilities.** Traffic management flight personnel, transportation agents and others appointed by the TMO who are engaged in the shipment or receipt of materiel, must comply with appropriate law, DoD and Air Force policy, official agreements and established procedures. Ensure CMOS administrators assign user identifications (IDs) and control user privileges.

**1.5. Referenced Publications.** TMOs should be aware that most referenced publications are available on the Internet.

**1.6. Records Disposition.** Ensure that all records created by this instruction are maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

## Chapter 2

### AGILE LOGISTICS AND CONTINGENCY OPERATIONS

**2.1. General.** Agile Logistics uses high velocity, time definite transportation to manage mission and logistics requirements while minimizing reliance on stockpiles of inventory. Many items currently repaired on-base will instead be processed rapidly and shipped via express transportation to a depot or contractor for repair.

**2.2. Transportation in Agile Logistics.** The USAF is moving from a supply-based logistics system to a transportation-based system. Transportation provides an immediate and effective way to reduce the logistics pipeline. While the cost of some individual shipments may be higher than previous shipping modes, customer service/mission support is improved while the overall cost of the logistics system is actually reduced. A compression of the total order and ship time pipeline segments is a primary goal of Agile Logistics.

**2.3. Two-Level Maintenance (2LM).** 2LM is a logistics program used to transfer the repair-level of select items from base to depot, eliminating high overhead and resource costs. The three-level maintenance (3LM) process of on-system, base-level and depot repair will continue for a number of items. The task for transportation is to move 2LM assets between issue, use and repair points in a time-definite manner.

**2.4. Rapid Parts Movement.** This assures all remaining reparable assets (including Agile Logistics/2LM) and selected consumables are shipped via commercial express carriers. Increased transportation costs are offset by reduced inventory levels resulting in overall logistics savings and mission sustainment.

**2.5. Door-to-Door Delivery.** This is the key transportation policy supporting Agile Logistics/2LM/Rapid Parts Movement. Door-to-door delivery involves express carrier pick-up of cargo at the depots, contractor facilities, or bases; and time-definite delivery of the cargo to a designated receiving location in CONUS or OCONUS, while maintaining in-transit visibility. Door-to-door delivery will also be used for Agile Logistics/2LM/Rapid Parts Movement retrograde cargo shipments.

**2.6. Project Code Assignment.** Project codes to identify Agile Logistics/2LM/Rapid Parts Movement materiel are assigned and loaded into Air Force and DLA supply systems. The system logic identifies these codes as being authorized assignment of required delivery date (RDD) “777” making the shipment air-eligible. The RDD 777 and a Agile Logistics/2LM/Rapid Parts Movement project code are electronically printed on the **DD Form 1348-1A, Issue Release/Receipt Document**, for both serviceable and retrograde items. These identified shipments must move to meet [Attachment 2](#) timetable. The timeframes in [Attachment 2](#) are for air eligible transportation priorities 1 and 2 items and are more stringent than those contained in DoD 4140.1-R, *DoD Materiel Management Regulation*, and DoD 4000.25-M, *Defense Logistics Management System (DLMS)*. See Paragraphs [4.3.](#) and [8.2.](#) for mode/method exceptions. AFMC LSO/LOT will provide project code updates by web site and message.

**2.7. Agile Logistics/2LM/Rapid Parts Movement Delivery Time Standards and Mode/Method Eligibility.** See [Attachment 2](#) for Air Force Agile Logistics pipeline time standards. Commercial air

express small-package delivery service, through approved GSA/AMC contracts or AMC/MTMC approved tenders, is the norm for Agile Logistics/2LM/Rapid Parts Movement shipments to meet Air Force sustainment goals. Air Mobility Command (AMC) approved contracts, tenders, or operating airlift channels will be used for other airlift eligible shipments between CONUS/OCONUS and within OCONUS. Agile Logistics/2LM aircraft engines moving by surface motor carriers must be moved expeditiously on air ride tractor and trailer equipment when required by Technical Order T.O. 00-85-20. A HQ Military Traffic Management Command (MTMC), Joint Traffic Management Office (JTMO), approved Guaranteed Traffic Agreement (GTA), should be considered for repetitive aircraft engine and other volume cargo traffic lanes.

**2.8. Base Processing Time.** The total base supply and transportation processing standard for Agile Logistics/2LM/Rapid Parts Movement shipments is 24 hours. This total time starts when maintenance declares the item not reparable this station (NRTS); turns the item over to supply for shipment processing and ends when the selected carrier receipts for pick up.

**2.9. Funding for Movement of Agile Logistics/2LM/Rapid Parts Movement.** To ensure fiscal propriety and preclude misuse of funds for carrier movements of Agile Logistics/2LM/RPM items, TMOs must cite the appropriate Materiel Support Division (MSD) or General Support Division (GSD) Transportation Account Codes (TACs). See [Attachment 3](#).

**2.10. Agile Logistics in Contingency Operations.** By accelerating our ability to resupply the forces and maintain their weapon systems during contingencies, warfighters can deploy and operate with confidence. A smaller mobility footprint, created by reduced inventory and maintenance capability, permits faster placement of the combat force and expands contingency flexibility and effectiveness.

**2.11. Air Mobility Express (AMX).** AMX is an express airlift composed of AMC-Commercial (AMC-C) and AMC-Military (AMC-M) hubs linked together to move high priority (999/NMCS/MICAP/Agile Logistics/2LM/Rapid Parts Movement materiel, door-to-door, between CONUS and a contingency APOD/E. AMC-M and AMC-C hubs will be used for CONUS pick-up/delivery processes and will load, off-load, and service AMC-controlled airlift missions. USTRANSCOM will activate this service as directed by the theater CINC.

**2.12. Theater Delivery System.** A two-way movement system, established by the supported CINC, to integrate theater air, land and water transportation systems. Will also be used for retrograde movement of priority cargo. See DTR, Part III, Mobility, Chapter 302.

**2.13. Reachback and Resupply.** An airlift capability will exist to allow the warfighting CINC to reach-back to the CONUS for resupply of critical aircraft parts as early as C+1. This capability should be between 0.3 and 1.0 C-141 equivalents per day, to the theater.

**2.14. Operational Risk Management (ORM).** Where situations exist that do not appear to be adequately covered by this instruction, commanders and deployment planners at all levels will use ORM to assess risk associated with those situations and determine adequate safeguards or procedures to manage the risk. ORM definitions, guidelines, techniques, and tools are found in AFPAM 91-215, *Operational Risk Management (ORM) Guidelines and Tools*.

## Chapter 3

### TRANSPORTATION FUNDING

**3.1. Funding Categories.** The TMO must use the correct funding category for the movement of DoD and other Federal Agency cargo. See [Attachment 3](#) and [Attachment 4](#) for Air Force transportation funding categories, responsibilities and reference tables.

**3.2. Funding Identification.** The TMO identifies shipment funding responsibility by assignment of the appropriate Transportation Account Code (TAC), an Abbreviated Transportation Accounting Classification (ATAC), or the use of an Operation and Maintenance (O&M) appropriation. See [Attachment 3](#) and [Attachment 4](#). The TAC is a 4-position alpha-numeric code that identifies the account to pay for movements within the Defense Transportation System (DTS) via Air Mobility Command (AMC), Military Sealift Command (MSC) and Joint Traffic Management Office/HQ Military Traffic Management Command (JTMO/MTMC) intermodal lift and port handling costs. The TAC also pays for movement by Commercial Bill of Lading (CBL) when Third Party Billing (TPB) procedures apply. See Paragraph [3.2.3](#). The ATAC is a 7-position alpha-numeric code that presently identifies the account to pay for movements by Government Bill of Lading (GBL). In addition to fiscal year AFMC LSO/LOT memos, detailed funding information, to include TACs/ATACs, can be found on the HQ AFMC web site at <http://www.afmc.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>. This web site will be maintained to reflect the most current information available. The complete funding appropriation is used on bills of lading when local funds apply. **NOTE:** TMOs must forecast and budget for sufficient local O&M funds (46XX EEIC) to support shipments for authorized base units when use of Air Force Working Capital Fund (AFWCF), Second Destination Transportation/Centrally Managed Allotment (SDT/CMA), or MAJCOM O&M funds are not applicable.

3.2.1. The TMO must use the TAC on the DD Form 1348-1A, **Issue Release/Receipt Document**, as printed by the base level supply system. If a TAC does not print on the form, the TMO normally must fund the shipment, unless a funding appropriation is provided by the requisitioner. Under no circumstances should a shipper use an established TAC/ATAC for shipments requiring use of local O&M funds. For non-MILSTRIP shipments, where the DD Form 1149, **Requisition and Invoice/Shipping Document**, serves as the shipping document, the TMO will use local funds, either operation and maintenance (O&M) or the customer's funding appropriation for CONUS movements. For shipment charges in the airlift and sealift segments, the TMO may obtain TAC/ATAC information by using the HQ AFMC web site in conjunction with the fiscal year accounting classification memos published by AFMC LSO/LOT. These memos are distributed to each MAJCOM/LGT/DON, who should pass them on to their subordinate shipping activities. [Attachment 3](#) and [Attachment 4](#) provide a quick reference to determine proper TAC/ATAC assignment and procedures to obtain a one-time TAC for shipments not authorized to move between OCONUS on AFWCF, SDT/CMA or the customer's funds.

3.2.1.1. Insufficient movement or funding information. TMO personnel must make every attempt to obtain required information from their customers. When the shipper cannot supply required information, TMO personnel will use other sources such as MILSTAMP, local supply source, web sites or contact AFMC LSO/LOT for assistance.

3.2.2. The TMO constructs an ATAC by using the TAC identified on the DD Form 1348-1A. Add the last number of the fiscal year, and either a "2" for air shipments or a "3" for surface shipments and

finally, add the digit provided by AFMC LSO/LOT memo guidance. Detailed procedures for TAC to ATAC conversions are also available on the HQ AFMC web site <http://www.afmc.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>

3.2.3. Third Party Billing (TPB). These procedures presently apply to authorized TPB certified carriers as directed by HQ USAF/ILTT. TMOs must use the Third Party Billing block on CBLs when the shipment is to be funded with an Air Force Working Capital Fund (AFWCF), Materiel Support Division (MSD) TAC or specific SDT/CMA TAC. Presently, Korea is the only country, due to host nation customs agreement, that requires a fully prepared GBL in addition to any CBL usage. TPB is authorized for AFWCF or specific SDT/CMA funded shipments returning to the contractor or depot and for lateral shipments. AFMC LSO/LOT will disseminate SDT/CMA TPB rules of engagement. Also, detailed TPB and TAC/ATAC information can be found on the HQ AFMC web site <http://www.afmc.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>

3.2.3.1. Presently the only TACs authorized for use with the AFWCF TPB option are F2RS, F3RS, F4RS, F5RS, F6RS, and F7GS.

3.2.3.2. Presently the only TACs authorized for use with the SDT/CMA TPB option are F8J0, F8HA, F8PB, F8PD, F8RL, F8U2, and F8UT.

3.2.3.3. If Industry Information Processor (I2P) has been fielded at the shipping location, it will allow for TPB when the TACs above are printed on the DD Form 1348-1A.

3.2.3.4. If the base is not I2P capable, the TMO must manually place the TCN, followed by a single space, then the four digit TAC produced on the DD Form 1348-1A in the shipper's reference block of the CBL and select TPB.

3.2.3.5. Use of CBLs is authorized for any freight shipment regardless of quantity, size, valuation and weight per GSA waiver of Title 41, Code of Federal Regulations, Part 101-41.304-2. This does not mean that all Agile Logistics support items will move via door-to-door express carrier service, under the Third Party Billing program. See Paragraph 4.3.

3.2.3.6. TPB invoices will be sent by the carrier directly to AFMC LSO/LOT for their certification and payment processing.

**3.2.3.7. (Added-AFRC)** TMO forwards a copy of carrier billings to DFAS/DY, 1050 Forrer Blvd, Dayton OH. 45420-1472 on a weekly basis. Before billings are sent, review them for accuracy and verify/certify charges.

3.2.4. TMOs will ensure shipment documentation, in support of Expeditionary Aerospace Forces (EAF)/Air Expeditionary Forces (AEF) deployments, humanitarian support, exercises or other special projects, contain, if applicable, the assigned emergency and special programs (ESP) code. The assigned ESP code will be annotated on all movement documents that obligate funds for the specific program. (ESP:\*\*\* (insert code)). Specific ESP codes can be found on the SAF/FM web site at <http://www.saffm.hq.af.mil/SAFFM/>

3.2.5. Transshipments. Transshippers will ensure proper funding information is cited for shipments released from overseas ports.

3.2.5.1. Overseas shippers will ensure the appropriate TAC is cited to facilitate onward movement at the transshipment point.

**3.3. Training.** TMOs must provide or provide the required training for their personnel to fully understand the correct shipment funding obligations. They must be thoroughly trained to:

- 3.3.1. Correctly distinguish between AFWCF and Non-AFWCF cargo movements and to correctly use the funding categories for these shipments.
- 3.3.2. Properly construct TACs and ATACs. See other references in [Chapter 3](#), [Chapter 5](#), [Chapter 6](#) and [Attachment 3](#) and [Attachment 4](#).
- 3.3.3. Appropriately use the local base operation and maintenance or the customer provided funding appropriation to move shipments when the base level supply system has not assigned a TAC.
- 3.3.4. Correctly consolidate shipments (e.g., consolidate only shipments charged to the same TAC or funding appropriation).



## Chapter 4

### TRANSPORTATION PRIORITY AND MODE/METHOD ELIGIBILITY

**4.1. Transportation Priority Assignment.** Air Force cargo shipments are transportation priority (TP) Expedite: TP-1 or TP-2, or Routine: TP-3. The shipment planner assigns the transportation priority based on the Required Delivery Date (RDD) code printed by the base level supply system on DD Form 1348-1A for shipments processed in accordance with DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, and for Non-MILSTRIP shipments based on shipper declaration.

4.1.1. Assign TP-1 (Expedite) to MILSTRIP shipments when the supply priority designator is 01-03, regardless of RDD or blank RDD field. TP-1 may be assigned to other intra-CONUS or intra-theater shipments that have 2 days or less remaining on the RDD or for international or inter-theater shipments when 7 days or fewer remains from the RDD when the shipment is received at the origin TMO. TP-2 (Expedite) is assigned when the RDD code is 777; 555 ; 444; N-NMCS; or E-Anticipated NMCS for CONUS customers only; or an actual RDD is more than 2 but less than 5 days from the time the shipment is received at the shipping TMO for intra-CONUS or intra-theater, or more than 7 days but less than 22 days for inter-theater destinations.

4.1.1.1. RDD code 999 identifies shipments having the most urgent need. It is assigned to NMCS materiel with a supply priority designator of 01-03, and consigned to U.S. Forces overseas and CONUS forces alerted for deployment within 30 days of the requisition date. RDD code 999 may not be applied to Foreign Military Sales (FMS), Military Assistance Program (MAP) grant aid, or to retrograde movements. See Paragraph 4.1.1.2. for exceptions.

4.1.1.2. Retrograde aircraft engines will have an RDD of 999.

4.1.1.3. The return of Materiel Deficiency Report exhibits that ground an entire Mission Designated Series or items that must be evaluated because of fatalities will be shipped using Air Force Agile Logistics/2LM/Rapid Parts Movement time standards.

4.1.2. TP-3 (Routine) is automatically assigned to MILSTRIP shipments when the supply priority is 04-15 and the RDD field is blank.

4.1.3. For time standards in support of other service shipments, see DTR, Part II, Cargo Movement, Figure 202-4.

**4.2. Cargo Movement Time Standards.** See [Attachment 2, Table A2.1.](#), for Agile Logistics pipeline time standards for air eligible TP-1/TP-2 shipments. This also applies for retrograde shipments. Move TP-3 (Routine) shipments within the Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards. See DoD 4140.1-R, *DoD Material Management Regulation*; DoD 4500.32-R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*, Volume I and DoD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part II, Cargo Movement.

4.2.1. The TMO moves Agile Logistics TP-1 (Expedite) shipments coded 999, NMCS, or MICAP and TP-2 coded Agile Logistics/2LM/RPM to the consignee by fastest traceable means according to [Attachment 2, Table A2.1.](#), for Agile Logistics pipeline time standards. "Traceable Means" requires an in-transit visibility (ITV) capability throughout the movement cycle, from origin to final destination.



**4.3. Mode/Method Eligibility.** The TMO must move international shipments coded 999, NMCS, MICAP and Agile Logistics/2LM/Rapid Parts Movement, via door-to-door commercial air express carrier service, when the item is eligible for movement by approved commercial tenders, contracts and Air Force policy. AMC channel service will be used when the commercial carrier express service tenders or contracts exclude movement service for a specific shipment unit or the host nation customs clearance requirements do not permit entry by a commercial method. Dollar thresholds may be required, in a specific fiscal year, based on a combination of fiscal year program funding lines in support of Agile Logistics and requirements for the Air Mobility Command (AMC) readiness fund. AFMC LSO/LOT will disseminate the Air Force Financial Management transportation funding policies for cargo movements.

4.3.1. Shipments, other than Agile Logistics/2LM/Rapid Parts Movement, TP-2 coded 777 or 555 normally move between CONUS and overseas via the AMC airlift system. See Paragraph [3.2.3](#) for exceptions. Airlift of Non-AFWCF shipments may be constrained by funding availability.

4.3.2. Ship TP-3 via surface modes. Commercial air or expedited ground service modes/methods will be selected when the cost is equal to or less than the normal surface cost mode/method. Deferred Air Freight (TP-4), via AMC, is also an option. See Paragraph [5.9](#).

## Chapter 5

### SHIPMENT PROCESSING AND MOVEMENT

**5.1. Overview.** The TMO will select a carrier based on best value, not necessarily least cost, that will support Agile Logistics global requirements. Best value is determined by carrier performance (rapid, time definite service; loss/damage record; electronic commerce; ITV), carrier values (business relationship; response to changes; service quality in contingency operations;) and cost (less important than service and readiness combined), in that priority order. Refer to Paragraph 5.2.; Attachment 1, Terms; and DTR, Part II, Cargo Movement, Definitions, for additional best value guidance.

5.1.1. The TMO processes two types of shipments:

5.1.1.1. MILSTRIP shipments processed through the base level supply system, Cargo Movement Operations System (CMOS) and CONUS Freight Management (CFM) system.

5.1.1.2. Non-MILSTRIP shipments not processed through the base level supply system.

5.1.2. TMO action begins on MILSTRIP shipments when documentation and materiel are accepted from supply. The TMO in-checker may accept originating base supply materiel as documented. A piece count is not required unless the materiel is classified, hazardous, pilferable, high-value, 999/NMCS/MICAP, or it is obvious the count is different than what is documented. An electronic signature for materiel will be used where capability exists.

5.1.3. Non-MILSTRIP shipment processing time starts when an activity offers a shipment to transportation. Shippers must provide written justification when requesting expedited transportation. Justification will include signature of a competent authority (e.g., Commander, Section Commander, Flight Superintendent). This may be included on the DD Form 1149, **Requisition and Invoice/Shipping Document**, or attached memorandum. The TMO may waive this requirement in repetitive or other justifiable customer situations. See Attachment 7 for DD Form 1149, **Requisition and Invoice/Shipping Document**, preparation and Paragraphs 4.3.2. and 5.2. for exceptions to use expedited modes/methods when it is cost beneficial.

5.1.3.1. Test, Measurement, and Diagnostic Equipment (TMDE) shipments are Non-MILSTRIP. Normally TMDE shipments are consigned to the destination TMO, with the Precision Measurement Equipment Laboratory (PMEL) as the ultimate consignee. Shippers will prepare a DD Form 1149 and each package should have an AF Form 537, **PMEL Shipping Label**, attached. TMO and PMEL should develop local processing procedures. Local O&M funds will be used for PMEL commercial carrier shipments. SDT/CMA funds will be used for PMEL shipments moving in the DTS.

5.1.4. Transportation, Supply and other host/tenant shippers must continuously coordinate to ensure an even flow of cargo processing to preclude cargo process surges and backlogs.

**5.2. Shipment Planning.** Shipment planners determine best value mode/method and select the carrier to move the materiel to destination consistent with the delivery requirement. Ensure a Transportation Control Number (TCN) is assigned to every shipment. See Attachment 3, Attachment 6, and Attachment 7 for Non-MILSTRIP shipments.

5.2.1. Use DD Form 1348-1A as the shipment planning worksheet for MILSTRIP shipments. Shipment planners may use DD Form 1149 and occasionally the DD Form 250, **Materiel Inspection and Receiving Report**, for Non-MILSTRIP shipments. DD Form 1149 software is available for Non-MILSTRIP shippers. This provides a capability for downloading Non-MILSTRIP shipment information into CMOS.

5.2.2. The shipment planner must consider:

5.2.2.1. Shipment identification. Check commodity characteristics.

5.2.2.2. Transportation priority. See [Chapter 4](#) and [Attachment 2, Table A2.1](#).

5.2.2.3. Consignee location and receiving capability. Consult the MTMC on-line web Transportation Facilities Guide (TFG).

5.2.2.4. Mode/Method. See Paragraphs [5.1.](#); [5.5.](#); and [5.7](#).

5.2.2.5. Movement time standards. See Paragraph [4.2.](#); [Attachment 2](#); and DTR, Part II, Cargo Movement.

5.2.2.6. Special handling needs. See [Chapter 9](#) and [Chapter 10](#).

5.2.2.7. Shipment funding and TAC or fund cite assignment. See [Chapter 3](#) and [Attachment 3](#) and [Attachment 4](#).

5.2.2.8. CONUS - Appropriate National Motor Freight Classification (NMFC) number and Freight All Kinds (FAK) code. Refer to MTMC Freight Traffic Rules Publication No. 1A. The NMFC number is in Block 6 and type cargo code used with the NMFC number is in Block 8 of the DD Form 1348-1A.

5.2.2.9. If shipment requires a clearance into an air or water terminal. See [Chapter 8](#).

5.2.2.10. If there are foreign country advance customs clearance requirements, embargoes, or other delivery restrictions. Refer to the Transportation Facilities Guide (TFG) available on the HQ MTMC web site and DOD 4500.54-G, *Foreign Clearance Guide*.

5.2.2.11. If it is best for the customer to consolidate the shipment with other materiel bearing the same TAC/ATAC or funding appropriation or to ship it separately.

5.2.2.12. Best value carrier. See Paragraphs [5.1.](#), [5.7.](#), and [Attachment 1](#), Terms.

**5.3. Packing, Marking, and Labeling.** Pack, mark, and label the shipment in accordance with appropriate special packaging instructions (SPI), AFI 24-202, *Preservation and Packing*, MIL-STD-129, *Standard Practice for Military Marking*, and other Joint Service/DLA packaging directives which are in development.

**5.4. Shipment Consolidation.** Consolidate shipments to the maximum extent possible, consistent with delivery requirements, time standards, and MILSTAMP direction.

5.4.1. Consolidate shipments using the following criteria:

5.4.1.1. Do not consolidate serviceable and unserviceable materiel.

5.4.1.2. Must have the same TAC or fund citation.

5.4.1.3. Must be compatible with other materiel.

5.4.1.4. Must be consigned to the same ultimate consignee.

5.4.1.5. Must not impact commercial express movement eligibility.

5.4.2. In addition, consolidated 999/NMCS/MICAP shipments must meet the following additional conditions.

5.4.2.1. No delay in movement occurs for any item.

5.4.2.2. Must maintain in-transit visibility over each TCN. Low priority, low value shipments, not related to weapons systems, may move via USPS.

**5.5. Mode/Method.** Mode is a category of movement (e.g., air, surface or pipeline) and method is a means of movement within a mode, such as commercial truck or rail, small package express carrier, military aircraft or military sealift. TMOs will use a mode/method faster than normally selected for the priority if the costs are equal or less than the mode/method normally selected to meet the RDD.

**5.6. Commercial Carrier Selection.** Carriers, other than United States Postal Service (USPS), must have an approved tender of service or contract on file with Air Mobility Command (AMC), General Services Administration (GSA), or HQ Military Traffic Management Command. Certain contracts specify mandatory use, with exceptions noted. Select other best value carriers, not within the scope of a contract, using criteria defined in Paragraphs [5.1.](#); [5.2.](#); [5.7.](#); and [Attachment 1](#), Terms. TMOs may use approved munitions carriers, who have Freight All Kinds (FAK) rates on file, when it is determined by a risk assessment decision support matrix (to be added to DTR, Part II, Cargo Movement), that certain types of general commodities should be afforded added protection services. These items include inert (Non-Explosive) and other Non-Hazardous items with new technology, high value, or by design may be perceived by the public to be hazardous.

**5.7. Increased Liability Coverage and Excess Valuation.** See DTR, Part II, Cargo Movement. The purpose of purchasing increased shipment liability coverage or declaring excess valuation is to increase the loss and/or damage recovery when it is in the best interests of the Government. Specific liability terms, conditions and rules must be known for each commercial carrier or contractor doing business. MAJCOM/LGTT/DONC are delegated the authority to approve the purchase of increased liability coverage or excess valuation on a case-by-case shipment basis. **This authority will not be further delegated.** TMOs must know the shipment unit commodity and value to effectively protect the Government interests. The cost of buying or increasing the level of protective service may outweigh a decision to buy increased liability coverage or excess valuation. In addition, the maximum amount of automatic carrier coverage for loss or damage (no accessorial charges) must also be known before determining a course of action. Small package express carriers/contractors are not always the most economical method of transport when determining if the added cost to purchase increased liability coverage or excess valuation is a sound decision. Use of small package carrier service, that is mandatory and meets Agile Logistics requirements, will not be waived for the purpose of purchasing increased carrier coverage by other methods. Consider increased liability coverage or excess valuation for prototype and one-of-a-kind items.

5.7.1. The Government is normally considered a self-insurer. Requirements to purchase additional coverage should be minimal.

5.7.2. The following steps should be considered when deciding on the purchase of additional cargo liability coverage or excess valuation on individual shipment units:

- 5.7.2.1. Identify commodity type and value of the shipment unit.
- 5.7.2.2. Compare to the maximum liability or valuation coverage offered by the carrier's contract, tariff or tender, without paying accessorial charges for added coverage.
- 5.7.2.3. Determine the shipment cost difference with and without increased liability or excess valuation coverage.
- 5.7.2.4. Consider cost of purchasing or increasing the level of protective service versus purchasing increased coverage.
- 5.7.2.5. Consider your selected best value carrier track record on loss/damage.
- 5.7.2.6. Coordinate with your MAJCOM/LGTT/DONC, on a case-by-case basis, for authority to increase the liability or declare excess valuation.

## **5.8. Positive Delivery and Payment Verification.**

5.8.1. O&M Funded Shipments. Origin TMOs will verify that the service ordered was provided, including delivery within the time specified in tenders/contracts. As a minimum, this required verification will determine if payment processing should be returned to the carrier due to a service failure. It also serves as a scorecard for determining best value carriers. TMOs will verify billing accuracy for 100 percent of their O&M funded shipments, that are not Third Party Billing (TPB). Use CMOS, the carrier's automated tracking system, or a phone call to the carrier or destination consignee, to verify transit times. If cargo is not delivered within the terms of the tender/contract, take action with the carrier for a credit prior to processing the invoice for payment. Generally, there is no credit if the delay is caused by an act of God, a local/Federal holiday or weekends, unless delivery was requested, or discrepancies such as inaccurate or missing addresses. Terms or rules of the tender/contract must be reviewed to comply with each carriers' credit procedures for service failure. Follow the terms/rules of the GSA or WWX contract for shipments moved under these contracts.

5.8.2. Payment of Third Party Billing (TPB), Air Force Working Capital Fund (AFWCF) and Second Destination Transportation/Centrally Managed Allotment (SDT/CMA) Funded Shipments. AFMC LSO/LOT is responsible for certifying that the services ordered were provided and credit was received for service failures, prior to submitting for payment.

5.8.3. Payment of IMPAC Credit Card Shipments. AFMC LSO/LOT is responsible for verification that the services ordered were provided, prior to certification for payment. **NOTE:** This payment process does not pertain to the IMPAC micropurchase program. This is a Management Reform Memorandum #15 - Reengineering Defense Transportation Documentation and Financial Processes, initiative.

**5.9. Deferred Air Freight/TP-4.** Air Force TMOs are encouraged to use deferred air freight/TP-4, particularly for movement from overseas to CONUS. Theater commands should have directives in place that enhance the use of deferred air freight/TP-4 capability. Deferred Air Freight/TP-4 is Non-Air-Eligible materiel moving by military air on a space-available basis at or near the surface/sealift cost. Hazardous materiel normally cannot be shipped as TP-4. For further guidance, see MILSTAMP, Volume I, and DTR, Part II, Cargo Movement.

**5.10. Cargo Inventories.** TMOs must inventory materiel awaiting movement to know what materiel is on hand, to prevent delay of movement, and to protect against loss. The TMO will act to rectify adverse inventory findings.

- 5.10.1. Inventory classified cargo at the start of each working shift.
- 5.10.2. Inventory other special handling cargo each day.
- 5.10.3. Inventory and move daily, all 999/NMCS/MICAP/Agile Logistics/2LM/RPM cargo.
- 5.10.4. Inventory all other cargo once per week.

**5.11. Movement by United States Postal Service (USPS).** Make mail movements according to DoDM 4525-8, *Official Mail Manual*, AF Sup 1. TMOs should consider use of USPS as they would any other authorized carrier. Absence of ITV capabilities may constrain the use of this method for Agile Logistics requirements. Check with your postal representative for availability of express mail, ITV service.

**5.12. Movement of Personal Effects in the DTS.** DoD 4500.9-R, DTR, Part II, Cargo Movement and Part IV, Personal Property, JFTR Vol 1, JTR Vol II, and AF supplement provide procedures, circumstances and conditions for moving household goods, unaccompanied baggage, and privately-owned-vehicles at U.S. Government expense. Controls similar to cargo apply when personal effects are moving in the DTS. OCONUS MAJCOMs are responsible for providing transportation procedures for the movement of household goods excess to assigned quarters that are returned to CONUS for nontemporary storage (NTS). CONUS and OCONUS MAJCOMs are responsible for providing transportation procedures for TDY unaccompanied baggage shipments. See [Attachment 3, A3.4.](#), for transportation funding guidance.

**5.13. Receiving Procedures Upon Delivery.** When in-checking, the transportation representative will acknowledge the number and condition of containers received, annotate shortages, damages, or other discrepancies on the carrier's freight bills and verify that the carrier has provided special services and equipment annotated on the bill of lading. Have the carrier representative acknowledge any annotations by signing the carrier delivery receipt and consignee copy. Take necessary action to correct discrepancies or file a claim against the carrier if appropriate.

- 5.13.1. 999/NMCS/MICAP shipments are receipted for and processed 24 hours a day, 7 days a week.
- 5.13.2. TMOs are responsible for training freight in-checkers at base activities (e.g., supply central receiving, commissary, hospital, AAFES, PDO) that receive material directly from the carrier. Ensure the installation Transportation Facilities Guide (TFG) is current for these direct delivery requirements.

**5.13.2.1. (Added-AFRC)** Publish local operating instruction to delineate functional responsibilities when cargo is not received by transportation.

5.13.3. Off-loading Truckload Shipments. To the extent possible, personnel assigned to the receiving organization should unload truckload shipments at the ultimate point of delivery. Base supply personnel will unload trucks delivering cargo to supply receiving sections. TMO personnel or other personnel trained and designated as freight in-checkers will in-check and sign for freight from the carrier.

5.13.4. Receipt of Cargo. When TMO personnel ship or receive cargo for base, tenant or contractor organizations (e.g., commissary, hospital, AAFES, PDO), the organization is responsible to deliver or pickup their cargo to/from the TMO staging area. For inbound cargo, TMO personnel will annotate on the receiving document the date, time and name of the person contacted for pick-up. Capability and resources permitting, TMO may assist organizations in this process however, the ultimate responsibility for accomplishing this rests with the receiving organization.

**5.13.4.1. (Added-AFRC)** TMO isn't responsible for delivering inbound cargo to the ultimate consignee. Ultimate consignee will make arrangements to pick up cargo.

**5.14. Aircraft Engine Shipment and Receipt.** The TMO must process documentation on aircraft engines for movement according to T.O. 00-85-20, *Engine Shipment Instructions*. Commercial vehicles moving aircraft engines must have both an air-ride tractor and trailer in operating condition when required by T.O. 00-85-20.

5.14.1. The TMO and Base Engine Manager should develop local procedures to ensure engine shipment and receipt processes meet the mission requirement.

**5.15. Munitions Shipment and Receipt.** The TMO must coordinate with installation personnel on local procedures to ensure proper documentation, movement, and receipt handling instructions are available. See Paragraph **5.6.** for guidance on carrier selection for inert (Non-Explosive) movements.

**5.16. Green Sheet Procedures.** This is a process where specifically identified cargo in the AMC system may gain movement precedence over other priority cargo of the sponsoring Service, including RDD coded 999 shipments. Use it when expedited movement of specific shipments is in the national interest, and the Air Clearance Authority (ACA) certifies that it as an operational necessity. Green Sheet applies to the final destination APOD. See DTR, Part II, Cargo Movement, and MILSTAMP, Volume I.

5.16.1. Air Force CONUS activities submit AMC airlift export requests to the ACA, AFMC LSO/LOTA, Wright-Patterson AFB, OH, and overseas activities submit to the designated theater ACA. The ACA is the only activity authorized to levy Green Sheet action with the aerial port. Blanket application for Green Sheet action is not authorized. HQ AMC must have Green Sheet procedures in place at all aerial ports.



## Chapter 6

### SMALL PACKAGE EXPRESS SHIPMENTS

**6.1. General Services Administration (GSA) Small Package Contract Carrier.** High priority shipments, that meet the contract terms, will move via GSA contract carrier to DoD and contract addresses to/from CONUS, Alaska, Hawaii, and Puerto Rico. Therefore, high priority shipments, 999, NMCS, MICAPS, Agile Logistics/2LM/Rapid Parts Movement, destined to/from CONUS Alaska, Hawaii, and Puerto Rico should be moving by the GSA contract carrier from pick-up to delivery at the consigned destination. The DoD is a mandatory user of this contract, **EXCEPT** in the following instances:

6.1.1. DoD shipments between 0 and 500 miles from origin.

6.1.2. DoD shipments under DoD contracts or Guaranteed Traffic Agreements in effect prior to award of this contract until expiration of the existing contracts or agreements.

6.1.3. When required by wartime contingency operations.

6.1.4. When shipments are outside the scope of the contract. (Presently, International Merchant Purchase Authorization Card (IMPAC) micropurchase accounts cannot charge transportation costs under the GSA small package contract contract service to obtain the special government rates).

6.1.5. Individual shipments with a gross weight of 151 pounds or more are outside the scope of this contract.

**6.2. Contractor Service Guide.** TMOs must ensure they obtain a copy of the GSA contract carrier service guide which provides added contractual guidance.

**6.3. Express Carrier Shipment Documentation.** To provide for in-transit visibility (ITV) of CONUS and OCONUS global shipments by express carriers, the TCN must be entered in the shipper reference field (first 17 positions) on the express carrier commercial bills of lading. The following additional procedures will be used for Third Party Billing (TPB) purposes:

6.3.1. For non-I2P transactions, enter the TCN in the first 17 positions of the field, enter one space, then enter the TAC in positions 19-22. Spaces, other than the one between the TCN and TAC Code or additional characters not Part of the TCN or TAC, should not be included. Data must be entered in this order either by using carrier-provided software or filling out the air waybill manually. An example of a correctly entered TCN and TAC will look like: FB483382120189XXX F2RS (ensuring one blank space between “XXX” and “F2RS”).

6.3.2. TCNs are automatically entered at CMOS sites using the standard I2P capability.

6.3.3. The TCN on the carrier waybill alerts the carrier tracking system to forward shipment information to the Advance Traceability and Control - Air Force (ATAC-AF) system as well as allow for TCN tracking using the commercial carrier’s tracking system. The TCN links express carrier and shipper information systems and provides data for pipeline analysis.

6.3.4. The billing TAC in the reference field will help track billing information and ensure invoices are sent to the correct paying office.



**6.4. AMC World Wide Express (WWX) Small Package Contract Carrier Service.** WWX is an Air Mobility Command (AMC) commercial contract service, to provide time-definite, door-to-door, international express delivery of letters and small packages up to 150 pounds, gross weight. Multiple package shipments are authorized and their total weight unlimited. However, no single package in a multiple package shipment, may exceed 150 pounds, gross weight. Service is provided CONUS (includes Alaska/Hawaii/Puerto Rico) to OCONUS; OCONUS to CONUS (high volume retrograde routes only); and OCONUS to OCONUS (lateral routes).

6.4.1. DoD is a mandatory user of WWX.

6.4.2. **Hazardous material or classified shipments are not authorized for movement by AMCWWX contract service.**

6.4.3. Refer to the AMC web site for specific contract guidance. <http://public.scott.af.mil/hqamc/wwx/wwx.htm>

6.4.4. Where two or more contract carriers are authorized to serve the same region, use best value criteria to award shipments. See Paragraphs [5.1.](#), [5.2.](#), [5.7.](#), and [Attachment 1](#), Terms. Equal sharing of tonnage **IS NOT** a requirement.

## Chapter 7

### BILLS OF LADING

**7.1. SF Form 1103, Government Bill of Lading (GBL) and SF Form 1109, Government Bill Of Lading, Continuation Sheet.** When GBLs must be used, the TMO will ensure adequate and complete preparation and processing in compliance with the DTR, Part II, Cargo Movement. The DTR contains detailed information and direction on GBL use.

7.1.1. A GBL register for outbound shipments is required, either automated or manual. **AF Form 1335, Government Bill of Lading Register, Outbound**, may be used.

7.1.2. Distribution of GBLs. Also see DTR, Part II, Cargo Movement. In addition, a copy of GBLs manually prepared or from systems other than CMOS citing SDT/CMA funds, will be provided to AFMC LSO/LOTB, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006. Include a copy of the shipping document. (e.g., DD Fm 1348-1A or DD Fm 1149). For those using Air National Guard (ANG) Transportation Account Code F8E0, a copy must be provided to the ANG Readiness Center, Transportation Division (ANGRC/LGTT), 3500 Fetchet Ave., Andrews AFB MD 20762. See definition in [Attachment 1](#) for Second Destination Transportation Centrally Managed Allotment (SDT/CMA).

7.1.3. Comply with the procedures for GBL corrections or cancellations contained in DTR, Part II, Cargo Movement.

7.1.4. Except where foreign country import/export agreements demand, GBLs will not be used for Third Party Billing (TPB) eligible shipments. To locations that require a GBL for country entry, a CBL will still be used for TPB purposes.

7.1.5. GBLs **WILL NOT** be used for payment purposes in the commercial express carrier Third Party Billing (TPB) program. CBLs may also be used for other shipments providing payment procedures are in place between the TMO and their servicing DFAS Operating Location (OPLOC), or OCONUS Regional Finance Center.

7.1.6. Comply with GBL control procedures checklist. See [Attachment 5](#).

**7.2. Commercial Bill of Lading (CBL).** Commercial forms and procedures, commercial carrier electronic and manual forms, and other commercial processes and documentation are considered "CBLs". TMOs should use CBLs when possible. The DTR, Part II, Cargo Movement, also contains procedures for use of CBLs.

7.2.1. CBLs ARE AUTHORIZED FOR CLASSIFIED OR PROTECTED MATERIEL SHIPMENTS AS AN EXCEPTION TO DoD 4500.9-R, DEFENSE TRANSPORTATION REGULATION (DTR), PART II, CARGO MOVEMENT, CHAPTER 206C(2)B.

7.2.2. Conversion of a CBL to a GBL should occur only under rare circumstances. Comply with guidance in DTR, Part II, Cargo Movement.

7.2.3. For CBL shipments which do not have a control identification, the TMO must assign a control number. This number is to contain 10 alphanumeric digits. The first four positions are the origin TMO Government Bill of Lading Office Code (GBLOC), the fifth is the last digit of the fiscal year,

and the sixth through tenth position is the serial number. Use "00001" for the first shipment of the fiscal year and run consecutively through the fiscal year.

7.2.4. A CBL register for outbound shipments is required, either automated or manual.

**7.3. Record of Bill Transactions.** AFMAN 37-139, **Records Disposition-Schedule**, requires the TMO to maintain a record of each GBL and CBL transaction.

**7.4. CBL Payment Procedures for Base O&M/Tenant Funded Shipments.** The TMO maintains an obligation authority using AF Form 616, **Fund Cite Authorization**, or DD Form 448, **Military Interdepartmental Purchase Request**.

7.4.1. Carriers normally submit their invoice for O&M/Tenant funded CBL shipments to the origin TMO. The TMO certifies services were received as ordered and charges are correct before vouchers are processed for payment. Refer to DTR, Part II, Cargo Movement, AFI 65-601, Volume I, *Budget Guidance and Procedures*, and DFAS-DER 7010-2, *Commercial Transactions at Base Level*.

7.4.2. For Third Party Billing (TPB) CBL payment procedures, see [Chapter 3](#), Paragraph **3.2.3**.

**7.4.3. (Added-AFRC)** Transportation coordinates with the local finance office to establish payment procedures for shipments using commercial bills of lading (CBL).

## Chapter 8

### CLEARANCE OF AIR FORCE CARGO

**8.1. Clearance Requirement.** The TMO must clear shipments moving on military owned or arranged airlift and sealift through the appropriate clearance agency prior to movement to the aerial or water port of embarkation (APOE or WPOE). See Paragraph 8.2. for airlift clearance exceptions and Paragraph 8.4.1. for sealift clearance exceptions.

8.1.1. The Air Force Air Clearance Authority (ACA) , AFMC LSO/LOTA, Wright-Patterson AFB OH, is the official clearance agency for CONUS originating shipments planned for AMC channel lift to overseas points. The ACA coordinates movement to the APOE with both shippers and project managers. The ACA is responsible for maintaining visibility over cleared air and surface cargo and providing shipment status to tracer requests. In addition, the ACA will work with APOEs and shippers to ensure advance movement data is at the ports prior to arrival of the materiel. When transmitting MILSTAMP Advance Transportation Control Movement Documentation (ATCMD), to the appropriate clearance authority, use the fastest means available.

8.1.1.1. For airlift send ATCMD to the appropriate CONUS service ACA or OCONUS designated theater ACA via e-mail or facsimile. The preferred method is by electronic transmission. See DoD 4500.32-R, MILSTAMP, Volume I and OCONUS MAJCOM guidance.

8.1.1.2. For CONUS export sealift send to the Joint Traffic Management Office (JTMO), HQ Military Traffic Management Command (MTMC), booking office located at Fort Eustis, VA. For OCONUS sealift requirements send to the appropriate Ocean Cargo Clearance Authority (OCCA) booking office. Use the JTMO/MTMC provided Integrated Booking System (IBS) software or submit on DD Form 1086. The preferred method is by electronic transmission.

**8.2. Clearance of Shipments Into CONUS Military Air Terminals.** The TMO requests ACA clearance of cargo planned for AMC channel airlift prior to cargo release to the APOE with the exception of 999, NMCS, or MICAP shipments. The majority of AFWCF 999, NMCS and MICAP shipments will move commercial express, door-to-door. See Paragraph 4.3. To request a clearance, submit the ATCMD data to the sponsoring service ACA. MILSTAMP, Volume I, contains specific clearance instructions. The ACA clears or challenges the request for air movement. The requisitioner has up to 2 calendar days to justify airlift of challenged shipments. The shipping TMO will hold the shipment pending the challenge decision by the ACA. In the event airlift justification is insufficient, the shipment diverts to surface movement.

8.2.1. Air Force sponsored TP-1 and TP-2 shipments are airlift eligible. AFMC LSO/LOT will disseminate funding policy to ensure proper controls of transportation funds.

**8.3. Clearance of Shipments Into OCONUS Military Air Terminals.** The TMO requests ACA clearance of cargo planned for movement from or within an overseas area via AMC prior to release of the materiel to the port. Furnish ATCMD data to the ACA designated by the overseas theater MAJCOM for acceptance decision. MILSTAMP, Volume I, and MAJCOM procedures provide ACA responsibilities and guidance governing clearance of shipments into air terminals.

**8.4. Clearance of Shipments Into CONUS Designated Water Terminals.** The TMO requests Water Clearance Authority (WCA) clearance of cargo planned for direct delivery to a WPOE prior to movement of the materiel. WCA clears cargo offered for export from the CONUS ports. MILSTAMP, Volume I and DTR, Part II, Cargo Movement, contain procedures for shipment clearance into water terminals.

8.4.1. When sealift eligible cargo is not sufficient enough for container or flatrack loading at origin, send to a Consolidation and Containerization Point (CCP). These shipments are exempt from the normal sealift clearance process. The Defense Logistics Agency (DLA) operates a CCP on the east and west coast of the United States. The east coast CCP is the Defense Distribution Depot Susquehanna, PA (DDSP-W25N14). The west coast CCP is the Defense Distribution Depot San Joaquin, CA (DDJC-W62N2A). DoD 4000.25.6-M, DOD Activity Address Directory (DoDAAD), identifies by DoD Activity Address Code (DoDAAC) those destinations served by each of the CCPs. MILSTAMP, Volume I and DTR, Part II, Cargo Movement, contain CCP procedures.

**8.5. Clearance of Shipments Into OCONUS Designated Water Terminals.** The TMO requests WCA or Ocean Cargo Clearance Authority (OCCA) clearance on all cargo planned for movement from or within an overseas area via MSC. Clearance procedures are in MILSTAMP, Volume I and DTR, Part II, Cargo Movement.

## Chapter 9

### HANDLING AND MOVEMENT OF CLASSIFIED AND PROTECTED CARGO

**9.1. Need for Special Procedures.** Special procedures are necessary to prevent loss and damage to classified and protected cargo during transportation. As a minimum, TMOs must comply with procedures described in this chapter and the standards prescribed in the DoD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part II, Cargo Movement; DoD 4500.32R, *Military Standard Transportation and Movement Procedures (MILSTAMP)*, Volume I; DoD 5200.1-R/AFI 31-401, *Information Security Program Regulation*; DoD 5220.22-R/AFI 31-601, **Industrial Security Program Management**; DoDM 4525-8, AF Sup 1, *Official Mail Manual*; AFI 31-209, *Air Force Resource Protection Program*; AFR 400.54, **Reporting of Item Packaging and Discrepancies** (to be republished as AFJMAN 23-215), and MIL-STD-129, *Standard Practice for Military Marking*. The traffic management office is to process and complete documentation as follows:

9.1.1. Ensure each DD Form 1348-1A/DD Form 1149 issued for the shipment of classified, sensitive, and some controlled items shows the word "CLASSIFIED" or "SENSITIVE" followed by the applicable supply controlled item code.

9.1.2. Use extra copies of the DD Form 1348-1A as a hand receipt in processing SECRET and SENSITIVE shipments prior to packaging. The DD Form 1149 serves as a hand receipt for non-MIL-STRIP shipments.

9.1.3. Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments. The DD Form 1907, **Signature and Tally Record**, may be used for all receipt transactions. The TMO may use the DD Form 1907 for internal control as a hand-to-hand receipt of classified or sensitive items. Equivalent carrier-furnished forms may be used as described in the DTR, Part II, Cargo Movement. The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

**9.2. Description of Classified Materiel on GBL.** The TMO protects classified and protected cargo shipments from compromise and conceals the exact nature of materiel classified SECRET or CONFIDENTIAL. The GBL description used by the TMO should accurately identify the shipment without disclosing the exact nature of the materiel. It should give the same freight rate for the assessment of freight charges as the actual materiel shipped.

9.2.1. Never show security classification on copies of bills of lading or documents attached to shipments.

9.2.2. TMO provides a description to use on GBLs sent to a contractor for completion.

**9.3. Controlled Item Codes (CIC), Physical Security Codes (PSC) and Mail Handling Procedures.** See [Attachment 8](#) for CICs/PSCs and the degree of protection associated with each code.

**9.4. Classified and Protected Cargo Movement Codes (Transportation Level of Protection).** See [Attachment 9](#) for transportation protective service (TPS) codes and minimum protection service for sensitive and classified shipments. For additional information refer to DTR, Part II, Cargo Movement and Part III, Mobility.

**9.5. Movement and Handling Requirements.** TMOs comply with the following requirements:

- 9.5.1. Obtain in writing individuals authorized to sign for classified materiel within their organizations.
- 9.5.2. Ship weapons and same caliber ammunition in separate containers. During mobilization, weapons and same caliber ammunition can be moved on the same pallet as long as they are packaged in separate containers.
- 9.5.3. Certify to the highest degree of Transportation Protective Service (TPS) when more than one classification or security risk category shipments are consolidated on a mobility pallet.
- 9.5.4. Ship missile rounds separately from launch and control equipment.
- 9.5.5. Provide the same protection for firearms and ammunition scheduled for demilitarization and retrograde, as other shipments of Arms, Ammunition, and Explosives (AA&E).
- 9.5.6. Process export shipments through military managed and operated air or ocean terminals.
- 9.5.7. Store sensitive and controlled items in an approved security cage during any period of transportation delay.
- 9.5.8. Select commercial carriers that provide single line-haul service from point of origin to destination when routing sensitive shipments. Trailer interchange service is acceptable providing the interchange carrier also provides the required service.
- 9.5.9. If mobilizing and traveling commercially refer to DTR, Part III, Mobility, for weapons and ammunition movement guidance.

**9.6. Special Instructions for Firearms.** TMOs use the following control procedures:

- 9.6.1. Mark firearms serial numbers on each individual unit package, and the intermediate and exterior containers preceded by the prefix "SER NO". Print the serial numbers for firearms being shipped onto the DD Form 1348-1A or on a separate list. The list must show the requisition number and item stock number. Refer to the current MIL-STD 129 for additional guidance.
- 9.6.2. Do not apply these controls to items reduced to scrap or to parts and pieces that do not constitute complete firearms.

**9.7. Escort Criteria of AA&E for Carrier Load/Off-Load and Base Surface Movements.** [Attachment 10](#) incorporates escort policies outlined in DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*. Origin and destination TMOs and transship/intransit locations must arrange for Security Forces escort to/from the processing or storage areas; to/from the carrier's equipment; and to/from the surface and aircraft load/off-load locations, based on the guidance in [Attachment 10](#).

**9.8. Report of Shipment (REPSHIP).** The origin shipping TMO/approved contractor must send a REPSHIP to the destination TMO/approved contractor for categories of materiel classified SECRET or CONFIDENTIAL, controlled item codes 1, 2, 3, 5, 6, 9, and explosive classes 1.1, 1.2, and 1.3. Refer to DTR, Part II, Cargo Movement, for REPSHIP formats and requirements. Origin TMO/approved contractor must also send a REPSHIP to the destination receiving TMO/approved contractor, with an information copy to the receiving unit/activity, when registered mail is the method of transportation. A REPSHIP may

be transmitted via telephone, e-mail, facsimile machine, or other immediate electronic means. A REPSHIP is not required if an automated advanced shipment notice capability exists.

9.8.1. Do not classify REPSHIP communications unless they contain classified information.

9.8.2. REPSHIP processes:

9.8.2.1. CONUS to CONUS. The destination receiving TMO/approved contractor must acknowledge receipt of shipment within 24 hours of receipt.

9.8.2.2. CONUS to Overseas or Overseas to CONUS. The destination receiving TMO/approved contractor must acknowledge receipt of shipment within 24 hours of receipt.

9.8.2.3. OCONUS (e.g., within USAFE or PACAF theater). The destination receiving TMO/approved contractor must acknowledge receipt of shipment within 24 hours of receipt.

9.8.2.4. OCONUS to OCONUS (e.g., between USAFE and PACAF theaters). Shipments via AMC, transiting CONUS, must provide a realistic destination REPSHIP, Estimated Time of Arrival (ETA) date, to account for port-to-port transfers. Include the CONUS port of entry/departure on the REPSHIP. The destination receiving TMO/approved contractor must acknowledge receipt of shipment within 24 hours of receipt.

9.8.3. The destination receiving TMO/approved contractor must immediately inform their security officer and the origin shipping TMO/approved contractor if the shipment is not received by the REPSHIP ETA date and the responsible carrier cannot provide shipment accountability, acceptable explanation for delay and new ETA. The origin shipping TMO/approved contractor immediately notifies their security officer and initiates tracer action when notified shipment is overdue at destination.

9.8.3.1. The destination receiving TMO/approved contractor must immediately inform the origin shipping TMO/approved contractor on shipments not received by the REPSHIP ETA date. Provide specific shipment status obtained from the responsible carrier. If applicable, also include proof that the shipment is under carrier's control in their system, an acceptable reason for the carrier's delay and their new ETA.

**9.9. Pilferable Cargo Protection .** Origin and destination TMOs identify those shipments deemed to be pilferable and hold these shipments in a secure area such as a security cage while in transportation's possession. Report any suspected pilferage to the base security force authorities and consignor. Assist investigative personnel to include tracing the shipment from origin to point of pilferage detection.

#### **9.10. Movement of Classified Shipments Via GSA Small Package Contract Carrier Service.**

SECRET and CONFIDENTIAL freight shipments may be moved within CONUS and to/from Alaska, Hawaii, and Puerto Rico via the GSA small package contract carrier service, provided there is strict adherence to the restrictions and processes in the following paragraphs. Compliance with these procedures is mandatory to preclude any security violations caused by improper handling of classified shipments.

**9.10.1. Origin TMOs:**

**9.10.1.1. WILL NOT USE THIS MODEL/METHOD TO MOVE CLASSIFIED SHIPMENTS TO THE AMC APOE FOR CHANNEL AIRLIFT.**



9.10.1.2. Must comply with the provisions of DoD 5200.1-R, *Information Security Program*, and AFI 31-401, *Managing the Information Security Program*.

9.10.1.3. Must process all classified freight shipments for the base unless the TMO establishes other arrangements.

9.10.1.4. Must use only **OVERNIGHT** GSA small package contract carrier service, under these procedures, providing the contract provisions meet this policy. See Paragraphs **9.10.1.8.** and **9.11.2.** for classified AA&E exceptions.

**9.10.1.5. MUST GIVE THE SHIPMENT TO THE GSA SMALL PACKAGE CONTRACT CARRIER SERVICE ONLY WHEN THERE IS ASSURANCE OF NEXT DAY DELIVERY SERVICE AND CONSIGNEE RECEIPT. DO NOT DOCUMENT ON OUTSIDE CONTAINER OR ADVISE THE CARRIER, BY ANY MEANS, THAT THE SHIPMENT IS CLASSIFIED.**

9.10.1.6. Must ensure the package wrapping, marking, and addressing are in compliance with directives, if packed by TMO personnel, otherwise the shipper is responsible for the integrity of the shipment. The carrier's package may be used as the outer wrapper. Classification markings, packing list, and classified document receipt will be located in the inner container.

9.10.1.7. Will not ship classified to, from or between a DoD contractor, unless it has been verified that the contractor has the required Defense Investigative Service (DIS) approval in accordance with DoD 5200.1-R.

9.10.1.8. Must ensure classified materiel is within the carrier's standard size and weight limits. Shipments of classified arms, ammunitions and explosives (AA&E), regardless of SRC category, are not authorized for movement by the GSA small package contract carrier service.

9.10.1.9. Must ensure the carrier is not released until a delivery signature is provided. The air waybill, either electronic or hard copy, must require a delivery signature.

9.10.1.10. Must send a REPSHIP. See Paragraph **9.8.**

9.10.1.11. Must verify delivery of classified shipments processed through their office within two working days after carrier pickup. Verification may be made through direct contact with the addressee, the carrier's electronic signature service, or the carrier's automated system or tracking software program.

#### **9.10.2. Destination TMOs:**

9.10.2.1. Must handle all GSA small package contract carrier service deliveries as classified shipments until it is verified that the shipment is unclassified.

9.10.2.2. May turn over classified shipments to consignee without additional documentation, aside from that normally used.

9.10.2.3. Complete document receipts for all classified shipments and return to the address shown on the form within 5 calendar days.

#### **9.10.3. Origin and Destination TMOs:**

9.10.3.1. Must develop locally written procedures with base supply, information management, other base customers, and security personnel covering the preparation, handling, receipt, docu-

mentation, and delivery of classified shipments moving via the GSA small package contract carrier service.

9.10.3.2. Must ensure only designated and cleared personnel are authorized to receipt and/or process GSA small package contract carrier service deliveries.

9.10.3.3. Immediately report any problem, encountered with the use of the GSA small package contract carrier service, in the movement of SECRET or CONFIDENTIAL materiel, to their MAJCOM, LGT/DON, and the Agency Contracting Officer's Representative (ACOR) at HQ USAF/ILTT.

**9.11. Movement of Small Shipments of Unclassified Security Risk Category (SRC) IV Arms, Ammunition and Explosives (AA&E) via the GSA Small Package Contract Carrier Service.** The use of the GSA small package contract carrier service is an additional option to existing, approved transportation means for unclassified SRC IV AA&E shipments. Refer to DoD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*; DoD 5200.1-R, *Information Security Program* and DoD 4500.9-R, Part II, Cargo Movement. Use the GSA small package express carrier service only when it is the best value carrier with consideration to security and accountability. AA&E unclassified shipments are limited to small parcel shipments moving to points within CONUS and to/from Alaska, Hawaii, and Puerto Rico. Shipments must meet the GSA small package contract carrier's eligibility rules, size and weight limits. For individual shipments exceeding contract terms (e.g., over 150 pounds) follow procedures in [Chapter 9](#) and [Attachment 8](#), [Attachment 9](#), and [Attachment 10](#).

9.11.1. Eligible arms, as addressed in DoD 5100.76-M, include shoulder-fired weapons (other than grenade launchers and fully automatic weapons) and handguns.

**9.11.2. Origin TMOs:**

**9.11.2.1. WILL NOT USE THIS MODE/METHOD TO MOVE SRC CATEGORY IV AA&E SHIPMENTS TO THE AMC APOE FOR CHANNEL AIRLIFT.**

9.11.2.2. Properly package, mark, and label items in accordance with MIL-STD-129 and the GSA small package contract carrier service.

9.11.2.3. Label and certify, as required, all shipments containing hazardous materials. See the GSA small package contract and the contractor's service guide.

**9.11.2.4. Comply with Paragraph 9.10 procedures on documentation, wrapping, and receipt when processing CONFIDENTIAL and SECRET arms shipments. Classified arms, ammunition and explosives are not authorized to move via GSA small package contract carrier service.**

9.11.2.5. Attach a DD Form 1387, **Military Shipment Label**, or **I2P label**, with the shipper's and consignee's address, to the outer wrapper of the package. Address shipments to a specific addressee, verified in advance as having the ability to receive, process, and securely store the arms/ammunition. The Terminal Facility Guide (TFG), available on the MTMC web site, is a source to verify consignee capabilities.

9.11.2.6. To ensure delivery only to the authorized recipient, do not sign the waiver of delivery signature or release signature block of the commercial bill of lading

9.11.2.7. Verify driver's affiliation with the GSA carrier before releasing the shipment. Verification includes personal recognition, photographic ID, or telephonic verification with the driver's local office. **DO NOT** disclose contents of the shipment to carrier personnel unless it is an unclassified, hazardous cargo shipment.

9.11.2.8. Comply with REPSHIP requirements. See Paragraph [9.8](#).

9.11.2.9. Access the carrier's tracking system not more than 24 hours after required delivery date to verify shipments were delivered as ordered.

9.11.2.10. Upon notification of possible in-transit loss or missed required delivery date, initiate immediate tracer action with the GSA contract carrier and notify applicable MAJCOM, HQ USAF/ILTT, MTMC safety and security hotline number, consignee, and supporting law enforcement and criminal investigation authorities. Where appropriate, initiate a security incident report. DTR, Part II, Cargo Movement, provides further guidance.

9.11.3. Destination TMO/receiving activity.

9.11.3.1. Ensure all personnel who receive and process these shipments have appropriate hazardous training and meet qualifications of DoD 5100.76M.

9.11.3.2. Comply with Paragraph [9.11.2.9](#) when notified of possible in-transit loss or missed delivery.

9.11.3.3. Report damage or other discrepancies in accordance with Transportation Discrepancy Report (TDR) instructions. See DTR, Part II, Cargo Movement.

9.11.3.4. Protect shipments received and awaiting delivery to recipient activity as sensitive items under constant surveillance or in a security cage. See DTR, Part II, Cargo Movement.

**9.12. Emergency Hot Lines.** The DTR, Part II, Cargo Movement, contains MTMC area command and DTTS emergency hot line numbers to obtain any type of DoD safety or security advice and assistance.

## Chapter 10

### TRANSPORTATION OF HAZARDOUS MATERIELS (HM)

**10.1. Responsibilities.** Transportation personnel must comply with public law, policy, agreements, and applicable international, federal, and military directives when processing, handling, and shipping HM. [Attachment 11](#) contains a list of hazardous materiel reference directives. The list is comprehensive but not all-inclusive. Violations of these regulations could result in civil and criminal penalties and undue safety risks to the general population.

**10.2. Hazardous Materiel Procedures.** For the purposes of this AFI, hazardous materiels are substances or materiels that the Department of Transportation (DOT) has determined are capable of posing an unreasonable risk to health, safety, and property during transportation. [Attachment 11](#) contains directives and certification requirements by mode.

10.2.1. The TMO will comply with Title 49, Code of Federal Regulations (CFR), Parts 100-199, DTR, Part II, Cargo Movement, DoD 4500.54-G, *Foreign Clearance Guide* (FCG) and approved commercial carrier contracts/tenders for all modes/methods of transportation when moving HM to, from, or within the U.S. by commercial carriers.

10.2.2. Shippers will comply with AFJMAN 24-204, *Preparing Hazardous Materiels for Military Air Shipment*, for military organic airlift and AMC commercial contract carriers.

10.2.3. Overseas shippers moving HM to, from, and within a foreign country must also comply with foreign country directives, applicable international requirements and Defense Cooperation Agreements/Status of Forces Agreements (DECA/SOFA).

**10.3. Hazardous Substances.** Title 49, CFR, Part 172.101, identifies hazardous substances and their reportable quantities. Hazardous substance shipments must comply with the same DOT and military regulations required for any other HM. TMOs must comply with special reporting requirements if there is a release of a reportable quantity of a hazardous substance. See Title 49, CFR, Paragraphs 171.15 and 171.16.

**10.4. Hazardous Waste.** Describe hazardous waste materiel on the shipping papers by the proper shipping name identified in the HM table in Title 49, CFR, paragraph 172.101, or AFJMAN 24-204, *Preparing Hazardous Materiels for Military Air Shipments*, Table A4.1, preceded by the word "Waste." Hazardous waste shipments must:

10.4.1. Comply with HM rules. Refer to AFPAM 32-7043, *Hazardous Waste Management Guide*, Paragraph 5.3.

10.4.2. The generator of the hazardous waste must prepare a hazardous waste manifest. (Title 40, CFR, Part 262, Subpart B.)

10.4.3. The hazardous waste generator must have an Environmental Protection Agency (EPA) identification number assigned. May not apply to OCONUS locations.

10.4.4. Move only by carriers who possess an EPA identification number. May not apply for OCONUS locations.

**10.5. Radioactive Waste.** Handle, document, ship, and dispose of radioactive waste in accordance with the appropriate modal directive listed in [Attachment 1](#) or [Attachment 7](#), AFI 40-201, *Management of Radioactive Materials in the USAF*, and Technical Order (T.O.) 00-110N-2, *Radioactive Waste Disposal*. Do not ship radioactive waste until it is cleared and has a control number issued by the Air Force Radioactive and Mixed Waste Office (AL/OEBZ), 2402 E. Drive, Brooks AFB TX 78235-5114, DSN 240-1903/1804, Commercial (210) 536-1903/1904.

**10.6. Radioactive Items.** TMOs will package and ship radioactive items in compliance with AFJI 23-504, *Radioactive Items in the DoD Supply System* (formerly AFR 67-8). All radioactive items must be properly packaged, marked, labeled, and certified before being offered to a carrier.

**10.7. Reshipment/Transshipment Procedures.** HM, that has been previously packaged and certified, must be thoroughly checked when originating as a new shipment or changing to a different mode/method at a transship location. If there is any indication that the HM package does not fully comply with federal, military or international packaging/certification requirements, then open the package, inspect, repack and recertify to required compliance standards.

10.7.1. Air Force transshipping points must inspect all inbound HM to make sure it is packaged, marked, labeled, and certified according to the applicable hazardous materials document and repack the HM to meet specific modal requirements.

**10.8. Personnel Qualifications.** Personnel who certify, prepare, handle, or inspect HM for shipment must receive initial and subsequent refresher HM training according to Title 49, CFR.

10.8.1. The Commanding Officer or designated representative of units involved with the hazardous materiel process ensures that:

10.8.1.1. The designated representative is appointed in writing to include scope of authority.

10.8.1.2. All personnel involved in the process of hazardous materiel must successfully completed required training.

10.8.1.3. Authorized individuals are designated in writing to certify HM packaging for shipment.

10.8.1.4. Personnel certifying HM for commercial air or surface shipment, and shipments within the DTS, must successfully complete training according to the DTR, Part II, Cargo Movement, and AFJMAN 24-204.

10.8.1.5. Personnel certifying HM for military airlift successfully complete training according to AFJMAN 24-204.

10.8.1.6. Personnel, other than certifiers, who handle or load HM must successfully complete training according to Title 49 CFR, Part 172.704.

**10.9. Department of Transportation (DOT) Exemptions.** DOT exemptions waive Title 49, CFR, requirements on the basis of equivalent levels of safety. DOT exemptions for packaging are valid for domestic transportation of hazardous materials. They are not valid for international shipments of hazardous materials covered by United Nations Performance Oriented Packaging requirements. HQ MTMC will obtain DOT exemptions for DOD. Exemptions issued by DOT are for a specific period of time. See Title 49, CFR, Part 107.107, Application for Renewal.

10.9.1. The DTR requires annual submission of RCS: MTMC-158, DOT Exemption Usage Report. Users of DOT exemptions must submit usage data to their MAJCOMs for consolidation. MAJCOMs must prepare a consolidated report each year and submit it to AFMC LSO/LOP, 5215 Thurlow Street, Wright-Patterson AFB OH 45433-5540. AFMC LSO/LOP will finalize the report and forward it to HQ MTMC. The reporting period is 1 July through 30 June. Activity reports are due to MAJCOMs not later than 10 July of each year. MAJCOM consolidated reports are due to AFMC LSO/LOP not later than 20 July each year. AFMC LSO/LOP report is due to HQ MTMC not later than 30 July each year.

## Chapter 11

### TRANSPORTATION SUPPORT OF CONTRACTING AND PROGRAM MANAGEMENT

**11.1. Traffic Management Support.** TMOs provide advice to the contracting officer to include appropriate traffic management and logistics contract language. They also evaluate prospective contractor offers to assist the Procuring Contracting Officer (PCO) in obtaining the most economical and responsive transportation service for the Air Force customer. It is essential that liaison is established between the two offices to produce the best possible contractual instrument, clearly defining packaging and transportation mode/method, documentation and payment.

**11.2. Assistance to Contracting.** The transportation advisor to contracting must exercise judgment and technical skill in advice that will result in transportation terms in the contract or purchase order that are most advantageous to the government.

11.2.1. As a minimum, the TMO considers the following factors when providing transportation advice to the PCO:

11.2.1.1. Free on Board (FOB) terms.

11.2.1.2. Specific Federal Acquisition Regulation (FAR) clauses to include in the contract, the requirement to obtain airlift clearance for export shipments moving via the DTS.

11.2.1.3. Identification of correct transportation funds to pay for movement.

11.2.1.4. Detailed identification of the required "ship to" and "mark for" addresses.

11.2.2. Use the detailed shipping instructions at [Attachment 12](#) when using "FOB Origin-Contractor Prepaid."

11.2.3. TMOs provide transportation and traffic management support to contracting as contained in those publications listed in [Attachment 12](#), to include cargo movement support to government contractors, when designated.

11.2.4. TMOs advise the PCO to consider delegating, where applicable, transportation, packaging, and quality control responsibilities to the Defense Contract Management Command (DCMC) when a contract is awarded. **NOTE: DCMC MUST HAVE CONTRACTS DELEGATED TO THEM TO PROVIDE THIS ADMINISTRATIVE SUPPORT.** See Paragraph [14.5](#) for non-contract IMPAC micropurchase procedures.

**11.3. Vendor Prepaid Shipping Instructions.** [Attachment 12](#) contains shipping instructions for vendor prepaid shipments. For AFWCF depot-level reparable shipments, door-to-door commercial express carrier movement should be contracted/arranged with the vendor source as part of the process. This supports Agile Logistics principles.

**11.4. Packaging, Handling, Storage And Transportation (PHS&T) Management in Support Of Systems and Equipment Development and Acquisition.** Program Managers (PMs) must ensure the most economical and effective methods of packaging and transportation are considered in developing and acquiring systems and equipment and to ensure that they are transportable, deployable, and supportable using currently available or planned logistics systems. This includes consideration for safety and security



in storage and in-transit. For additional information, see DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information System Acquisition Programs*. Additionally, Defense Acquisition Deskbook provides the discretionary information and practices for PMs and other participants in the defense acquisition process.

11.4.1. Air Force Transportability. The general procedures and responsibilities governing transportability are currently published in AFR 80-18, *Department of Defense Engineering for Transportability*. This joint publication is presently under review for conversion to AFJI 24-223. Transportability will be a major consideration when:

11.4.1.1. Formulating the priority of characteristics in the design of any new or modified system or equipment, or acquisition of commercial non-developmental items.

11.4.1.2. Developing integrated logistics support for systems and equipment.

11.4.1.3. Non-DoD items are authorized for movement as an exception to DoD 4500.13-R, *Air Transportation Eligibility*.

## **11.5. HQ AFMC/LGT Transportability Responsibilities.**

11.5.1. HQ AFMC/LGT is the Air Force executive agent for air transportability and the office of primary responsibility for all PHS&T management policy in support of systems and equipment development and acquisition. PHS&T encompasses transportability, packaging, handling, storage, and those elements of traffic management related to systems and equipment development and acquisition.

11.5.2. Program managers and program contracting officers are responsible for:

11.5.2.1. Including product/logistics center transportation/packaging specialists, when available, in the preparation, coordination, update, and review cycle of planning and procurement documents.

11.5.2.2. Ensuring PHS&T is considered in all phases of the acquisition, manufacturing, testing, and deployment of new systems and equipment.

11.5.2.3. Developing transportation plans, when required, to include any special handling transportation instructions for the protection of classified, hazardous, and technology-sensitive items and equipment.

11.5.2.4. Requesting PHS&T Participation in Foreign Military Sales (FMS) and Security Assistance Program case development.

11.5.2.5. Coordinating with AFMC Aeronautical System Center Air Transportability Test Loading Agency (ATTLA) and MTMC Transportability Engineering Agency (MTMCTEA) through product/logistics center transportation specialists (when available) on the development of any equipment which might be perceived to be a transportability problem. See paragraphs [11.5.4.](#) and [11.5.5.](#)

11.5.3. Product center transportation/packaging specialists are responsible for:

11.5.3.1. Coordinating and promulgating transportation and packing policy instructions for program managers and program contracting officers within Product and Development Centers.

11.5.3.2. Attending program office planning meetings and assisting in the development of specialized containers, transportation plans, and shipping instructions.



11.5.3.3. Coordinating on planning and procurement documents.

11.5.4. ATTILA is the DoD agency responsible for the technical position on air transportability. The ATTILA is the appropriate DoD point of contact for processing requests for an air transportability analysis, certification of an item, and/or for test loading an item on an Air Force prime mission cargo aircraft. Newly designed or modified equipment and commercial non-developmental items that could cause potential air transportability problems must be submitted to the ATTILA for analysis and certification. Refer to AFR 80-18 (AFJI 24-233) for general procedures governing transportability and the aircraft specific cargo loading manual (-9 T.O.) to identify aircraft-specific potential air transport problems.

11.5.5. The MTMC Transportability Engineering Agency (MTMCTEA) is the DoD agency responsible for transportability analysis and certification for surface movement (highway, rail, and water).

## Chapter 12

### PUBLIC HIGHWAY MOVEMENTS

**12.1. Compliance With Public Law.** The TMO is the installation focal point for ensuring that Air Force cargo moving over public highways conforms to Federal, State, and local laws, regulations, and ordinances relating to vehicle size and weight limitations. Except as shown in the DTR, Parts II, Cargo Movement and Part III, Mobility, vehicular movements over public highways must have required permits issued by State authorities.

**12.1.1. (Added-AFRC)** TMO ensures a truck manifest is provided for government cargo movements on public highways and roads. **NOTE:** This capability exists in the Cargo Movement Operations System (CMOS).

**12.2. Directory of Permit Officials.** TMOs maintain a copy of MTMCTEAs The Directory of Highway Permit Officials and Mobilization Movement Control Coordinators (MOBCON). It contains contact information for state permit officials and a summary of state size and weight limits. MTMC Transportation Engineering Agency (MTTE-TRV), 720 Thimble Shoals Blvd., Suite 130, Newport News VA 23606-2574, publishes and issues this directory. Activities may contact them for a copy.

**12.3. Military Cargo Essential to National Defense.** Occasionally, certain highway movements require certification as "Essential to National Defense" due to mission needs. This normally applies to essential cargo that must move over the public highway because the cargo cannot be reduced in size or weight to move by another mode. Certification for this type of movement is supported differently depending on whether movement is via commercial carriers or military resources.

12.3.1. For certification for movement via commercial carrier refer to DTR, Part II, Cargo Movement, and submit certification with the rate tender. Justification of essentiality should be generated by the shipping activity and submitted to the TMO. Request assistance from the servicing MTMC area command or theater CINC.

12.3.2. For certification of movement via organic military resources refer to DTR, Part III, Mobility. Justification of essentiality will be generated by the shipping activity and submitted to the TMO. Refer to MTMCTEA's Directory of Highway Permit and MOBCON Officials for further guidance. See DTR, Part III, Mobility, Appendix AV.

**12.4. Safe Haven, Refuge, and Secure Holding Areas.** Air Force installations capable of providing holding area supports will do so to assure positive security control over the movement of DoD munitions and other sensitive cargo. Holding area safety and security procedures are detailed in the DTR, Part II, Cargo Movement. HQ MTMC Pamphlet 385-1, *Safety and Security, Safe Haven/Refuge and Secure Holding Locations*, also provides a ready reference for use by TMOs and commercial carriers. TMOs will update their installation holding area capabilities, in this pamphlet, directly with HQ MTMC.

12.4.1. TMOs are responsible for ensuring their Installation Commander, in coordination with the other installation supporting functions, is aware of the responsibilities set forth in this instruction. Installation Commanders should ensure transportation, security police, disaster preparedness, civil

engineer, medical, munitions, environmental and safety personnel work closely together to develop and implement their local policy in support of this DoD requirement.

12.4.2. Installation capabilities must also be defined and incorporated into the Transportation Facilities Guide (MTMC On-Line web site), so inbound and enroute shippers/carriers can successfully plan munitions and sensitive cargo movements. For procedures on how to update the Transportation Facility Guide, see instructions in DTR, Part II, Cargo Movement, Appendix R.

## Chapter 13

### SHIPMENT DISCREPANCIES AND TRACER PROCEDURES

**13.1. Shipment Discrepancies.** TMOs process and report over, short, damaged, and astray shipments in compliance with DoD 4500.9-R, DTR, Part II, Cargo Movement. Additional information may be found in DFAS Regulation (old AFR 75-35), *The Air Force Freight Loss and Damage Claims System*; DFAS-DER (AFR 177-19), *Uniform Settlement of Military Freight Loss and Damage Claims* and 41CFR (Code of Federal Regulations), Part 101-40, Subpart 101-40-7.

**13.2. Tracer Action.** TMOs trace shipments following procedures and formats in MILSTAMP, Volume I, and AFMAN 23-110, *USAF SupplyManual* (formerly AFM 67-1). The TMO and base supply officer establish joint procedures for processing and return of the Tracer Action Required (TAR) listing and the Delinquent Shipment Listing or R40. MILSTAMP tracer reconciliation procedures do not apply to shipments with a line item value of less than \$100. However, tracer action must be accomplished for all protective and classified regardless of dollar value. For additional tracing procedures and information, see [Attachment 13](#).

13.2.1. TMOs trace inbound astray or non-receipted shipments using the *TAR* listing (original and one copy) provided by base supply approximately every 2 weeks. The *TAR* lists shipments requiring tracer action or receipt information in GBL or TCN sequence. If information is incomplete, annotate accordingly on the listing and return to supply for action.

13.2.2. TMOs trace originating outbound shipments using the *R40* (original and one copy) which base supply provides approximately every 2 weeks. The *R40* requests the status of originating shipments supported by the base level supply system in requisition number sequence.

**13.3. Disposition of Misdirected Shipments.** For astray cargo found in commercial carrier facilities, see DTR, Part II, Cargo Movement, for information and guidance on the Joint DoD/GSA Astray Cargo Program (JDGACP).

13.3.1. Re-ship misdirected shipments received through causes other than the commercial carrier's fault to the proper destination. If available, quote the funds on the delivery documents to re-ship the misdirected materiel. If fund cite is not available, contact the origin shipper. If only the national stock number (NSN) is available, coordinate with servicing base supply/item manager for disposition. Errors in fund cites on the origin shipping document must be corrected before onward movement. If available information and coordination will not provide a resolution, process through your servicing base supply for disposition.

13.3.2. If the carrier is at fault, ship on a "Free Astray Basis." This includes Foreign Military Sales (FMS) shipments.

13.3.3. To obtain disposition instructions for misdirected FMS shipments received through causes other than the carrier's fault, contact the origin shipping office. If further assistance is needed, contact the Air Force Security Assistance Center (AFSAC/OMSD), 5490 Pearson Road, Wright-Patterson AFB, OH 45433-5332 (1-800-448-0361).

## Chapter 14

### ADDITIONAL TRANSPORTATION MATTERS

**14.1. Rapid Area Distribution Support (RADS) Teams.** AFMC provides RADS transportation assistance through their Combat Logistics Support Squadrons (CLSS). The RADS transportation personnel are specialists in base packaging functions and in heavy crate construction with or without special packing instructions. Request RADS team support for extreme emergencies, defined as hostilities, unscheduled unit deployments, and natural disasters. Request RADS support to assist bases expecting abnormal workload resulting from weapons system conversions, major deployments, base or unit activation or deactivation, or large packaging tasks. See [Attachment 14](#). Additional information on types of support, responsibilities, and how to request assistance from the AFMC RADS program is available in AFMAN 23-110 (formerly AFM 67-1), Volume I, Part One, Chapter 1, Paragraph 47. HQ AFMC/LGT is the Air Force program manager for RADS assistance.

**14.2. Shipper's Service Liaison Offices (SSLO).** Air Force SSLOs are co-located with the 833 Transportation Battalion, (MTMC), Seattle WA, AMC at Travis AFB CA., and AMC at McGuire AFB NJ. They are under the command and control of AFMC LSO/LOT. SSLOs provide customer liaison to commercial and military air and water port personnel in resolving documentation, funding and billing problems, shipment preparation discrepancies, and customs export and import problems.

**14.3. Forecasting Cargo Requirements.** The Air Force is required to submit forecasting requirements for airlift and sealift to AMC and JTMO/MTMC for the purpose of scheduling movements and setting billing rates AFMC LSO/LOTB consolidates inputs from MAJCOMs and submits forecast requirements in the format prescribed by the DTR, Part II, Cargo Movement. The forecast incorporates historical movement data combined with known or projected movement requirements. Program managers will identify ammunition, aircraft engine, missile, Tactical Air Missile Program (TAMP), helicopters, support equipment, special weapons, communications equipment, and vehicle requirements to AFMC LSO/LOTB, when known, for budget and forecasting purposes. AFMC LSO/LOTB will submit required forecasts to meet established suspense dates.

14.3.1. Submission of Long-and Short-Range cargo airlift requirements will follow the timelines and formats in DTR, Part II, Cargo Movement, Appendix W.

14.3.2. Submission of sealift cargo requirements will follow the timelines and formats in DTR, Part II, Cargo Movement, Appendix W.

**14.4. Special Assignment Airlift Mission (SAAM) Requests.** See DTR, Part I, Passenger Movement, for information and message format to request SAAM support.

**14.5. International Merchant Purchase Authorization Card (IMPAC) Procedures.** See SAF/AQ, SAF/FM, HQ USAF/IL signed memorandum, 16 Apr 97, Subj: Expanding the Use of the Air Force International Merchant Purchase Authorization Card (IMPAC). This memorandum forwarded HQ USAF internal procedures for using IMPAC for micropurchases. This policy provides guidance on the use of the IMPAC for the micropurchase of supplies and equipment. The cost of transportation, for these micropurchases, is included as part of established dollar thresholds. Use of USPS and small package carriers, via

the door-to-door delivery method from the vendor to the ultimate CONUS or OCONUS customer, are the preferred mode/method for shipping small package, micropurchase orders. If the shipment must move between CONUS and OCONUS via the DTS, the ordering unit's base TMO will assist IMPAC cardholders by providing information on customs clearance, packaging, marking and DoD 4500.32-R, MIL-STAMP, Volume I, documentation/advance clearance requirements for the vendor to follow. Funding appropriation must also be provided by the IMPAC purchaser for DTS charges. All costs associated with IMPAC micropurchases, to include transportation, customs clearance/bond charges, are the responsibility of the unit cardholder. See [Chapter 11](#) and [Attachment 3](#), Paragraph [A3.4.3.](#), for additional guidance on unit IMPAC micropurchases. **ALSO SEE [Attachment 11](#) FOR COMPLIANCE WITH HAZARDOUS MATERIEL, IMPAC MICRO-PURCHASES.**

## Chapter 15

### CARGO MOVEMENT OPERATIONS SYSTEM (CMOS)

**15.1. Overview.** Automated Information Systems (AIS) are essential in achieving operational efficiencies required to meet responsive mission support. CMOS is the AIS which supports all Air Force traffic management freight functions AND ITS USE IS MANDATORY. CMOS is designed to efficiently collect, process, and transmit transportation data required to move outbound freight, receive inbound freight, direct in-transit freight, perform airlift clearance, support contingency requirements and provide command and control oversight of cargo moving in the DTS. CMOS provides in-transit visibility (ITV) data to the Global Transportation Network (GTN). AFCSM 24-737, Volume I, CMOS Software Center Operator Manual includes detailed user instructions including On Line help functions. See HQ SSG web site for additional instructions and updates to the On-Line CMOS functions.

**15.2. Packaging and Planning - Outbound Freight.** The automated outbound freight process begins with electronic receipt of shipment information from the source activity, which in most cases is the local retail supply function. Advance receipt of shipment information affords the opportunity to plan the shipment prior to arrival of the cargo and populates numerous database tables in CMOS precluding the need to manually enter or create this information. The in-checker scans cargo arriving in the packaging and planning section using hand-held terminals or work station personal computer. CMOS performs a verification data check against pre-loaded data received from the base-level supply system. The CMOS data base is then updated to show receipt. An electronic receipt, formerly a signature, is then sent to the retail supply activity.

15.2.1. The data captured during this process produces the bar-coded shipping label, hazardous cargo certification, GBL, CBL, truck manifest, and all standard registers and reports maintained by the local transportation office. DD Form 1384, **Advance Transportation Control and Movement Documents (ATCMDs)**, are electronically transmitted to the clearance authority (air/surface) for export and retrograde materiel. Electronic interfaces with the movement control agencies for Common User Land Transportation (CULT), in overseas theaters, is in the planning stage.

15.2.2. As each shipment is released, CMOS electronically transmits shipment information to the retail supply activity, destination, ports of embarkation, military carriers, and to system interfaces such as the Industry Information Processor (I2P) and CONUS Freight Management-Host (CFM-Host) system. The I2P module in CMOS enables CMOS to communicate with express carrier systems, resulting in the elimination of duplicate data entry. It also combines military and commercial carrier shipping labels and uses electronic data interchange (EDI) to transmit shipping data. CFM-Host is an interface with CMOS which allows the user to route and rate shipments through MTMC and to electronically pass GBL information to MTMC for costing and to Defense Finance Accounting System (DFAS) for payment.

**15.3. Inbound Freight.** The inbound freight process begins with electronic receipt of advance shipment information from the shipping activity through either Defense Data Network (DDN) or diskette. When the cargo physically arrives, it is compared against pre-loaded data by scanning bar-coded, DD Form 1387, shipping labels. The cargo is in-checked and the CMOS database updated to show receipt. Discrepant cargo is identified and reported and cargo is turned over to the requisitioning organization. CMOS

supports the Transportation Discrepancy Reporting system by automatically establishing reporting suspense dates for discrepant cargo, reconciling over and short shipments and producing the SF Form 361, **Transportation Discrepancy Report**. See DTR, Part II, Cargo Movement.

**15.4. Deployment Management.** CMOS provides numerous processes to aid in the deployment of Air Force units to support worldwide contingency operations. As part of the Integrated Deployment System (IDS), CMOS interacts with four other installation-level planning and execution systems: Logistics Module (LOGMOD), Manpower Personnel Readiness Module - Base-Level (MANPER-B), Deployment Management System (DeMS), and the Computer-Aided Load Manifesting (CALM) system. These systems exchange data locally using various local area network systems and the DDN to support long-haul communications of essential unit deployment diskettes.

**15.5. Inspection Checklist.** The CMOS Inspection Checklist at [Attachment 15](#) should be used to ensure compliance with CMOS operating procedures.

**15.6. Transportation Coordinators' - Automated Information for Movements System II (TC-AIMS II).** TC-AIMS II is a Joint system. It is the projected migration system for DoD traffic management and unit move functionality. It will replace CMOS and DeMS and will become a critical component of the Integrated Deployment System (IDS).



## Chapter 16

### AIR FORCE USER-OPERATED SMALL TERMINAL CARGO OPERATIONS

**16.1. General Information.** The Chief of Staff, USAF, designates AMC-Operated and Non-AMCOperated aerial ports in support of mobility operations. See DTR, Part III, Mobility, Appendix AW. Changes or additions to these mobility service requirements should be submitted through MAJCOMs to HQ USAF/ILT. Other Air Force user-operated, small terminals normally do not receive direct support from AMC in manpower, equipment or funding for terminal operations, unless defined in interservice and host or tenant support agreements.

**16.2. Organizational Responsibilities.** Each small terminal operator has the responsibility to ensure the safe and expeditious movement of cargo through the DoD airlift system. It is important to establish interservice and host or tenant support agreements, as appropriate, to clearly define the roles, mission and support at Air Force user-operated small terminal locations. Managers and supervisors at all levels must make airlift safety a top priority to prevent hazards and avoid accidents. Cargo movement in-transit visibility (ITV) is also required. Terminal personnel are responsible for following the established policies and procedures.

**16.3. Cargo Procedures.** The preparation, documentation, forms and cargo movement procedures, provided in this instruction and related transportation cargo directives, apply at Air Force user-operated small terminals. MAJCOM supplements should be developed and forwarded to HQ USAF/ILTT for approval prior to publication.

**16.4. Forms Prescribed.** AF Form 537, **PMEL Shipping Label**; AF Form 1335, **Government Bill of Lading Register, Outbound**; DD Form 1086, **Export Traffic Release Request Part I (Basic Request)**; DD Form 1086S, **Export Traffic Release Request (Continuation Sheet)**; and DD Form 1907, **Signature and Tally Record**.

JOHN W. HANDY, Lieutenant General, USAF  
DCS/Installations and Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

**DoD 4000.25-1-M**, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*.

**DoD 4000.25.6-M**, *DoD Activity Address Directory (DoDAAD)*, Parts I, II and III.

**DoD 4140.1-R**, *DoD Materiel Management Regulation*.

**DoD 4500.9-R**, *Defense Transportation Regulation (DTR)*, Part I, Passenger Movement; Part II, Cargo Movement; Part III, Mobility; and Part IV, Personal Property.

**DoD 4500.32-R**, Volume 1, *Military Standard Transportation and Movement Procedures (MILSTAMP)*.

**DoD 4500.32-R**, Volume 2, *Transportation Account Codes*. Supplemented by the Master TAC Reference Table on web site: [http://192.67.251.41/tac\\_inq/tac\\_menu.html](http://192.67.251.41/tac_inq/tac_menu.html).

**DoD 4500.54-G**, *Foreign Clearance Guide*.

**DoD 4515.13-R**, *Air Transportation Eligibility*.

**DoD 4525.8-M**, **AF Sup 1**, *DoD Official Mail Manual*.

**DoD 5000.2-R**, *Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information System Acquisition Programs*.

**DoD 5100.76-M**, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*.

**DoD 5200.1-R/AFI 31-401**, *Information Security Program Regulation*.

**DoD 5220.22-R/AFI 31-601**, *Industrial Security Program Management*.

**DFAS Regulation (AFR 75-35)**, *The Air Force Freight Loss and Damage Claims System*.

**DFAS Regulation (AFR 177-19)**, *Uniform Settlement of Military Freight Loss and Damage Claims*.

**DFAS DER 7010-2**, *Commercial Transactions at Base Level*.

**AFJMAN 23-215**, *Reporting of Item and Packaging Discrepancies*. (AFR 400-54).

**AFJMAN 24-204**, *Preparing Hazardous Materials for Military Air Shipments*.

**AFMAN 23-110**, *USAF Supply Manual*.

**AFMAN 37-139**, *Records Disposition Schedule*.

**AFPAM 32-7043**, *Hazardous Waste Management Guide*.

**AFPAM 91-215**, *Operational Risk Management (ORM) Guidelines and Tools*.

**AFR 80-18**, *Department of Defense Engineering for Transportability* (AFJI 24-223).

**AFCSM 24-737**, Volume I, *CMOS Software Center Operator Manual*.

**AFI 31-209**, *Air Force Resource Protection Program*.

**AFI 31-401**, *Managing the Information Security Program*.

**AFI 37-122**, Air Force Records Management Program.

**AFI 65-601, Volume I**, *Budget Guidance and Procedures*.

**NGR 130-6/ANGR 11-02**, *United States Property and Fiscal Officer Appointment, Duties, and Responsibilities*.

**U.S. Government Airlift Rates and Non-U.S. Government Airlift Rates**, (formerly AFR 76-11, U.S. Government Rate Tariff and AFR 76-28, Non-U.S. Government Rate Tariffs). See web site: <http://www.hqamcfm.safb.af.mil>

**Transportation Facilities Guide (TFG)**, See DTR, Part II, Cargo Movement, Appendix R, for update procedures and access to MTMC's web site.

## **HAZARDOUS MATERIALS REFERENCE DIRECTIVES**

**Transportation, Title 49, Code of Federal Regulations (CFR), Parts 100-199, and DOT exemptions**. Contains criteria and requirements for classifying, describing, packaging, marking, labeling, shipping, placarding and transporting HM for commercial carriers by all modes/methods of transportation within the United States.

**Federal Motor Carrier Safety Regulations, Title 49, Code of Federal Regulations, Parts 390-399**. Contains regulations on matters affecting safety in transport over public highways. Includes specifications for vehicles and drivers.

**North American Emergency Response Guidebook, RSPA P 5800.7**. A guidebook developed by DOT for first responders during the initial phase of a hazardous materials/dangerous goods incident.

**International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transportation of Dangerous Goods by Air**. Contains detailed instructions for safe international transport of dangerous goods by air.

**International Air Transport Association (IATA) Dangerous Goods Regulations**. Includes restrictions that apply to the acceptance of such articles by individual (international) participating carriers. Provides detailed procedures required by ICAO.

**International Maritime Organization (IMO), International Maritime Dangerous Goods (IMDG) Code**. Provides detailed instructions for safe international transport of hazardous material by sea.

**Joint Hazard Classification System (JHCS)**. This is the official Department of Defense (DoD) hazard classification data base of ammunition and explosives. The U.S. Army Technical Center for Explosives Safety (USATCES) manages the JHCS for the Department of Defense Explosives Safety Board (DDESB). The JHCS contains hazard classification data for the Army, Navy, and Air Force.

**T.O. 11A-1-46, Firefighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart**.

**MIL STD 129, Standard Practice for Military Marking**. Establishes standards for uniform marking of shipments for DoD.

**DoD 4160.21-M, Defense Materiel Disposition Manual**. Provides guidance for handling, processing and disposing of government property.

**DoD 6050.5L, *Hazardous Materiels Information System (HMIS)*.** Lists DoD hazardous materiels, by the last nine digits of the National Stock Number, for all services and contains information on how to handle, store, use, transport, and dispose of HM.

**Environmental Protection Agency Regulations, Protection of Environment, Title 40, Code of Federal Regulations, Parts 240-267 and Part 761.** Provides specific guidelines for management of hazardous wastes and substances.

**AFJI 23-504, *Radioactive Items in the DoD Supply System*.** Provides DoD policy guidelines on controls and specific handling responsibilities for radioactive items.

**AFI 24-202, *Preservation and Packing*.** Prescribes proper packaging guidance for Air Force materiel.

**AFJMAN 24-204, *Preparing Hazardous Materiels for Military Air Shipments*.** Provides specific guidelines and instructions for preparation, packaging and documentation of hazardous materiels for military air shipments.

**AFPAM 32-704, *Hazardous Waste Management Guide*.** Provides specific transportation requirements for hazardous waste.

### ***Abbreviations and Acronyms***

**AA&E**—Arms, Ammunition, and Explosives

**ACA**—Airlift Clearance Authority

**ADPE**—automated data processing equipment (Joint Pub 1-02)

**AEF**—Air Expeditionary Forces

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFJI**—Air Force Joint Instruction

**AFJMAN**—Air Force Joint Manual

**AFM**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFO**—Accounting and Finance Officer

**AFR**—Air Force Regulation

**AFSC**—United States Air Force specialty code (Joint Pub 1-02)

**AFWCF**—Air Force Working Capital Fund

**AMC**—Air Mobility Command

**AMX**—air mobility express (Joint Pub 1-02)

**ANSI**—American National Standards Institute

**AOR**—area of responsibility (Joint Pub 1-02)

**APO**—afloat pre-positioning operations; Army Post Office (Joint Pub 1-02)

**APOD**—Aerial Port of Debarkation

**APOE**—Aerial Port of Embarkation

**AS**—Accredited Standards

**ASC**—Accredited Standards Committee

**ATAC**—Abbreviated Transportation Accounting Classification

**ATAC-AF**—Advance Traceability and Control - Air Force

**ATCMD**—Advance Transportation Control and Movement Document

**ATTLA**—Air Transportability Test Loading Agency (AFMC/ASC)

**AWP**—Awaiting Parts

**BBP**—Break Bulk Point

**BD**—Battlefield Distribution

**CAO**—Contract Administrative Office

**CALM**—Computer-Aided Load Manifesting System

**CCB**—Configuration Control Board

**CBL**—Commercial Bill of Lading (Synonymous with Commercial Paper/Commercial Forms)

**CCP**—Consolidation and Containerization Point

**CDR**—Critical Design Review

**CDRS**—Container Design Retrieval System

**CFM**—CONUS Freight Management

**CFR**—Code of Federal Regulations

**CLSS**—Combat Logistics Support Squadrons

**CMA**—Centrally Managed Allotment (Used In-Conjunction with SDT)

**CMOS**—Cargo Movement Operations System

**CNR**—Credit No Refund

**CONUS**—continental United States (Joint Pub 1-02)

**CORS**—Cargo Out-Turn Reporting System

**CRAF**—Civil Reserve Air Fleet

**CRR**—Credit Return Refund

**CSS**—Constant Surveillance Service

**CULT**—common-user land transportation (Joint Pub 1-02)

**DAAS**—Defense Automated Addressing System

**DAO**—Defense Accounting Office/Officer

**DCMC**—Defense Contract Management Command  
**DCMDI**—Defense Contract Management District International  
**DCS**—Deputy Chief of Staff  
**DDN**—Defense Data Network  
**DDC**—Defense Distribution Center  
**DECA**—Defense Cooperation Agreement  
**DeMS**—Deployment Management System  
**DFAS**—Defense Finance Accounting System  
**DIC**—Document Identifier Code  
**DLA**—Defense Logistics Agency  
**DLMS**—Defense Logistics Management System  
**DOD**—Department of Defense  
**DODAAC**—Department of Defense activity address code  
**DODAAD**—Department of Defense activity address directory  
**DOT**—Department of Transportation  
**DTR**—Defense Transportation Regulation (Part II, Cargo Movement)  
**DTS**—Defense Transportation System  
**DTTS**—Defense Transportation Tracking System  
**DRMO**—Defense Reutilization and Marketing Office  
**DRMS**—Defense Reutilization and Marketing Service  
**DRU**—direct reporting unit (Joint Pub 1-02)  
**DWCF**—Defense Working Capital Fund  
**EAF**—Expeditionary Aerospace Forces  
**EC/EDI**—Electronic Commerce/Electronic Data Interchange  
**EDI**—electronic data interchange (Joint Pub 1-02)  
**EPA**—Environmental Protection Agency  
**ERRC**—Expendability Recoverability Reparability Code  
**ESP Codes**—Emergency and Special Program Codes  
**ETA**—estimated time of arrival (Joint Pub 1-02)  
**ETADS**—Enhanced Transportation Automated Data System  
**ETM**—electronic transmission (Joint Pub 1-02)  
**FAK**—Freight All Kinds

**FAR**—Federal Acquisition Regulation  
**FCA**—functional configuration audit (Joint Pub 1-02)  
**FOA**—forward operating agency (Joint Pub 1-02)  
**FOB**—Free On Board  
**FOB**—forward operations base (Joint Pub 1-02)  
**FMS**—foreign military sales (Joint Pub 1-02)  
**FPO**—Fleet Post Office  
**FY**—fiscal year (Joint Pub 1-02)  
**GBL**—government bill of lading (Joint Pub 1-02)  
**GBLOC**—Government Bill of Lading Location  
**GSS**—Greater Security Service  
**GSA**—General Services Administration  
**GSD**—General Support Division  
**GT**—Guaranteed Traffic  
**GTN**—Global Transportation Network  
**HM**—hazardous materials (Joint Pub 1-02)  
**HMIS**—Hazardous Materials Information System  
**HQ**—headquarters (Joint Pub 1-02)  
**IATA**—International Air Transport Association  
**IBS**—Integrated Booking System  
**ICAO**—International Civil Aviation Organization  
**IDS**—Integrated Deployment System  
**IM**—Inventory Manager  
**IMDG**—International Maritime Dangerous Goods  
**IMO**—International Maritime Organization  
**IMPAC**—International Merchant Purchase Authorization Card  
**ITV**—In-Transit Visibility  
**I2P**—Industry Information Processor  
**JCS**—Joint Chiefs of Staff  
**JDGACP**—Joint DoD/GSA Astray Cargo Program  
**JDGACPC**—Joint DoD/GSA Astray Cargo Program Committee  
**JHCS**—Joint Hazardous Classification System

**JTMO**—Joint Traffic Management Office

**LOGMOD**—Logistics Module

**MAJCOM**—Major Command

**MANPER-B**—Manpower Personnel Readiness Module - Base-Level

**MAP**—Military Assistance Program

**MAPAD**—Military Assistance Program Address Directory

**MDD**—Medical Dental Division

**MILSTAMP**—Military Standard Transportation and Movement Procedures

**MILSTRIP**—Military Standard Requisitioning and Issue Procedures

**MIPR**—Military Interdepartmental Purchase Requests

**MRM #15**—Management Reform Memorandum - Reengineering Defense Transportation Documentation and Financial Processes

**MSC**—Military Sealift Command

**MSD**—Materiel Support Division

**MTMC**—Military Traffic Management Command

**MTMCTEA**—Military Traffic Management Command Transportation Engineering Agency (Joint Pub 1-02)

**NMCS**—Not Mission Capable Supply

**NMCS**—National Military Command System (Joint Pub 1-02)

**NMFC**—National Motor Freight Classification

**NRTS**—Not Repairable This Station

**O&M**—Operation and Maintenance

**OCCA**—Ocean Cargo Clearance Authority

**OPLOC**—Operating Location

**PCA**—Preliminary Configuration Audit

**PCO**—Procuring Contracting Officer

**PD**—Project Director

**PDO**—Publications Distribution Office

**PDR**—Preliminary Design Review

**PHS&T**—Packaging, Handling, Storage and Transportation

**PM**—Program Manager

**PMEL**—Precision Measurement Equipment Laboratory

**POD**—Port of Debarkation



**POE**—Port of Embarkation

**PR**—Purchase Requests

**RAD**—Required Availability Date

**RADS**—Rapid Area Distribution Support

**RCS**—Report Control Symbol

**RDD**—Required Delivery Date

**REPSHIP**—Report of Shipment

**RFI**—Request for Information

**RFP**—Request for Proposal

**ROD**—Report of Discrepancy

**RPM**—Rapid Parts Movement

**SA**—System Administrator

**SAAM**—Special Assignment Airlift Mission

**SBSS**—Standard Base Supply System

**SCR**—Security Risk Category

**SDT**—Second Destination Transportation

**SM**—Systems Manager

**SMAG**—Supply Management Activity Group

**SNUD**—Stock Number User Directory

**SOFA**—Status of Forces Agreement

**SPI**—Special Packaging Instructions

**SPWS**—Shipment Planning Work Sheet

**SRC**—Security Risk Code

**SSCO**—shipper's service control office

**SSEB**—Source Selection Evaluation Board

**SSLO(s)**—Shipper's Service Liaison Office(s)

**STRAPP**—Standard Tank Racks Adapters and Pylons Package

**TAC**—Transportation Account Code

**TAMP**—Tactical Air Missile Program

**TAR**—Tracer Action Required

**TC-AIMS II**—Transportation Coordinators' - Automated Information for Movement Systems II

**TCC**—Transportation Component Command

**TCMD**—Transportation Control and Movement Document

**TCN**—Transportation Control Number

**TDR**—Transportation Discrepancy Report

**TFG**—Transportation Facilities Guide

**TMDE**—Test, Measurement, and Diagnostic Equipment

**TMO**—Traffic Management Officer/Office

**T.O.**—Technical Order

**TO**—Transportation Officer

**TP**—Transportation Priority

**TPB**—Third Party Billing

**TWCF**—Transportation Working Capital Fund

**UMMIPS**—Uniform Materiel Movement and Issue Priority System

**USAF**—United States Air Force

**USPS**—United States Postal Service

**USTRANSCOM**—United States Transportation Command

**VISA**—Voluntary Intermodal Sealift Agreement

**WCA**—Water Clearance Authority

**WCF**—Working Capital Fund

**WPLO**—Water Port Logistics or Liaison Office

**WPOD**—Water Port of Debarkation

**WPOE**—Water Port of Embarkation

**WWX**—World Wide Express

**ZULU**—Time Zone Indicator for Universal Time

**2LM**—Two-Level Maintenance

### *Terms*

**Abbreviated Transportation Accounting Classification (ATAC)**—The ATAC is a 7-position alpha/numeric code that identifies the account to pay for movements by government bill of lading and specific commercial bill of lading movements.

**Agile Logistics**—A revolutionary process change, in the Agile Combat Support role, that has effectively transitioned the Air Force logistics system to one based on rapid, time definite delivery.

**Agile Combat Support**—The core competency which establishes the role of the logistics and combat support communities in the Global Engagement philosophy. Conceptually, this broadens the Air Force combat support perspective of activities to forge a seamless customer-based supply system, a reduced basing system, global reachback efficiency, improved acquisition processes, streamlined and responsive

depot processes, early sustainment, rapid time definite transportation and lighter, more reliable combat equipment.

**Airlift Clearance Authority (ACA)**—The activity that controls the entry of traffic in the airlift system to perform logistics management functions such as CONUS export shipments, determining air eligibility, responding to tracing and status queries, expediting, and providing consignment instructions for mobile units.

**Best Value Carrier**—A carrier selected to transport materiel in support of Agile Logistics requirements based on performance, values and cost in that priority order. Refer to Paragraphs 5.1., 5.2., 5.7., and DoD 4500.9-R, Defense Travel Regulation, Part II, Cargo Movement, Definitions, for additional guidance.

**Bill of Lading, Commercial (CBL)**—A contract between the shipper and the carrier whereby the carrier agrees to furnish transportation service subject to the conditions printed on the reverse side of the bill of lading. The face of the commercial bill of lading designates such pertinent information as the route, delivering carrier, name of shipper, consignee, date, description of articles, number of packages, weight, signature of the carrier's agent for receipt of the freight, and signature of the shipper's representative responsible for releasing the shipment to the carrier. The term commercial bill of lading is synonymous with the terms Commercial Paper and Commercial Forms.

**Bill of Lading, Government (GBL)**—Same as commercial bill of lading, plus the government bill of lading contains the name and title of the issuing officer, name of the issuing office, name of the government agency against which charges are billed, appropriation chargeable, government bill of lading number and Departmental symbol, authority for the shipment, and a showing as to actual delivery and extent of loss and damage.

**Break Bulk Point (BBP)**—A transshipment point which receives and breaks down multi-destination bulk consolidations and distributes the individual shipments to the ultimate consignee.

**Carrier**—Any individual, company, or corporation engaged in transporting cargo or passengers for pay.

**Classified Cargo(Classified Information)**—Information or materiel that is (a) owned by, or under the control of the United States Government; and (b) determined under Executive Order 12356 or prior orders and DoD 5200.1-R to require protection against unauthorized disclosure; and (c) so designated Top Secret, Secret, or Confidential.

**Common Carrier**—A transportation company, operating under a certificate of public convenience and necessity, serving the public impartially.

**Common User Land Transportation**—Point-to-point in-theater land transportation service operated by a single Service for common use by two or more services.

**Continental United States**—(DOD) United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico. Also called CONUS. (Joint Pub 1-02).

**Contract Carrier**—Usually refers to a motor carrier, other than a common carrier, hauling under contracts on which a permit is issued by a government regulatory body.

**Controlled Cargo (See Protected Cargo)**—Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

**Defense Transportation System**—(DOD) That portion of the Nation's transportation infrastructure

which supports Department of Defense common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense. Also called DTS. (See also common-user transportation; transportation system in Joint Pub 1-02).

**Department of Defense Activity Address Code (DoDAAC)**—A six-position alphanumeric code assigned to identify specific activities that are authorized to ship or receive materiel and to prepare documentation or billings.

**Diversion**—(DOD) A rerouting of cargo or passengers to a new transshipment point or destination or on a different mode of transportation prior to arrival at ultimate destination. (Joint Pub 1-02).

**Export Traffic Release (ETR)**—Shipping instructions, issued by a clearance authority in response to an offering, which specify the mode of shipment and the means by which an export shipment will move.

**Express Carriers**—Commercial companies that provide overnight delivery of cargo within the continental United States and 2-3 day delivery to most overseas locations.

**Fleet Post Office (FPO)**—A Navy activity established within the continental United States collocated with a Postal Concentration Center for the purposes of providing a standard mail address for forces afloat, mobile shore-based units and activities overseas, directory assistance for Navy mail, and maintaining liaison with and furnishing mail routing and dispatching instructions to appropriate civil and military postal authorities.

**Foreign Military Sales (FMS)**—That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

**Green Sheet Procedures**—A procedure whereby specifically identified cargo in the military airlift (AMC) system may gain movement precedence over other priority cargo.

**gross weight**—(DOD, NATO) 1. Weight of a vehicle, fully equipped and serviced for operation, including the weight of the fuel, lubricants, coolant, vehicle tools and spares, crew, personal equipment, and load. 2. Weight of a container or pallet including freight and binding. See also net weight. (Joint Pub 1-02).

**High Value Item**—A cargo shipment which exceeds the carrier's normal liability for loss and damage during transportation and which requires the traffic management office to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

**Hazardous Materiel(HM)**—Materiel identified according to Air Force Joint Manual 24-204 or Title 49, Code of Federal Regulation. Any materiel that, because of its properties, is flammable, corrosive, an oxidizing agent, explosive, toxic, radioactive, or unduly magnetic. Unduly magnetic means that sufficient magnetic field strength is present to cause navigational deviations to the compass sensing devices of an aircraft.

**In-transit Visibility**—(DOD) The ability to track the identity, status, and location of Department of Defense units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations. (See also global transportation network in Joint Pub 1-02).

**Line Haul**—Transportation of freight from one point to another excluding local pickup, delivery, and switching.

**Lowest Over-All Cost**—The lowest aggregate of shipment costs known or a reasonable estimate. It includes a combination of cost factors, such as line haul, accessorial charge, fuel charge and port handling.

**Manifest (Cargo)**—(DOD) A document specifying in detail the passengers or items carried for a specific destination.

**Marking**—Numbers, nomenclature, or symbols imprinted on items or containers for identification during handling, shipment, and storage. (See MIL-STD-129).

**Military Van (MILVAN)**—Military-owned demountable container, conforming to United States and international standards, operated in a centrally-controlled fleet for movement of military cargo.

**Net Weight**—(DOD) Weight of a ground vehicle without fuel, engine oil, coolant, on-vehicle materiel, cargo, or operating personnel. (Joint Pub 1-02).

**Ocean Cargo Clearance Authority (OCCA)**—The Military Traffic Management Command activity which books Department of Defense-sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for Department of Defense cargo moving within the Defense Transportation System. See Water Clearance Authority.

**Outsize Cargo**—See Defense Transportation Regulation, Part II, Cargo Movement, Appendix W, Part II, Forecasting Cargo Airlift Requirements.

**Over Freight**—Freight (packaged or loose) received that exceeds quantity documented.

**Oversize Cargo**—See Defense Transportation Regulation, Part II, Cargo Movement, Appendix W, Part II, Forecasting Cargo Airlift Requirements.

**Packaging**—The cleaning, drying, preserving, cushioning, wrapping, blocking, packing, marking, and unitizing of systems/equipment/items are considered the packaging requirements as specified in MIL-STD-2073-1, Department of Defense Standard Practice for Military Packaging. The packaging process and procedures are used to protect systems, equipment, and items from deterioration and damage.

**Packaging, Handling, Storage and Transportation (PHS&T)**—Encompasses transportability, packaging, handling, storage, and those elements of traffic management related to systems and equipment development and acquisition.

**Pallet, 463L**—Aluminum air cargo pallet, 88 inches by 108 inches, on which shipments are consolidated for movement by Air Mobility Command.

**Pallet, Warehouse**—A horizontal platform device, usually wooden, about 40 inches long, 48 inches wide, and 5 inches high, used as a base for assembling, storing, handling, and transporting materials and products in a unit load.

**Palletized Unit Load**—Quantity of any item, packaged or unpackaged, that is arranged on any pallet in a specified manner and securely strapped or fastened thereto so that the whole is handled as a unit.

**Partial Shipment Unit**—A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

**Personal Effects**—Household goods, baggage, mobile homes and privately-owned vehicles of

Department of Defense personnel.

**Pilferable Cargo**—Pilferable materiel includes items that are vulnerable to theft because of their ready resale potential. Pilferable items include, but are not limited to, cigarettes, alcoholic beverages, cameras, and electronic equipment. See protected cargo.

**Port of Debarkation (POD)**—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

**Port of Embarkation (POE)**—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

**Protected Cargo**—Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable, and sensitive cargo as defined elsewhere alphabetically in this glossary.

**Reefer Cargo**—Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit. Exclude cargo authorized for storage in ventilated holds.

**Refuge**—Emergency assistance provided by an installation to a carrier's vehicle that is transporting arms, classified (SECRET or CONFIDENTIAL) materials, or division 1.4 ammunition. The criteria for granting assistance are the same for safe haven, except the installation does not have to consider quantity-distance factors.

**Required Availability Date (RAD)**—The date that end items and concurrent spare parts are committed to be available for transportation to a Military Assistance Program recipient.

**Required Delivery Date (RDD)**—(DOD) A date, relative to C-day, when a unit must arrive at its destination and complete offloading to properly support the concept of operations. Also called RDD. (Joint Pub 1-02).

**Retrograde Cargo**—(DOD) Cargo evacuated from a theater of operations. (Joint Pub 1-02).

**Roll-on/Roll-off (RO/RO)**—

Cargo--Vehicles, including Privately Owned Vehicles, or shipment units loaded aboard a trailer-type conveyance that are transported to a vessel at a port of loading, rolled on the vessel, stowed and rolled off the vessel at the port of discharge.

**Service--**A land and water express service, other than MILVAN or seavan, comprising a through movement of cargo from origin to destination

**Routing Authority**—An activity that designates modes or provides routing instructions for shipments requiring clearance before movement.

**Safe haven**—(DOD) 1. Designated area(s) to which noncombatants of the United States Government's responsibility, and commercial vehicles and materiel, may be evacuated during a domestic or other valid emergency. 2. Temporary storage provided Department of Energy classified shipment transporters at Department of Defense facilities in order to assure safety and security of nuclear material and/or nonnuclear classified materiel. Also includes parking for commercial vehicles containing Class A or Class B explosives. (Joint Pub 1-02).

**Seavan**—Commercial or government-owned (or leased) shipping containers that are moved via ocean transportation without bogey wheels attached, i.e., lifted on and off the ship.

**Second Destination Transportation Centrally Managed Allotment (SDT/CMA)**—Second Destination Transportation/Centrally Managed Allotment pays for certain movements of non-Air Force Working Capital Fund materiel. This includes movements of munitions, aircraft engines, and investment items (those items managed on an Air Force Table of Allowance) bought with acquisition money. Appropriations: 3010/3020/3080.

**Secure Holding**—Routine assistance provided by an installation to a carrier transporting arms, ammunition, and explosives or classified shipments that arrives but cannot be off-loaded at destination. For vehicles in-transit, assistance is rendered when the installation commander or activity director determines that the public safety or shipment security would be jeopardized.

**Sensitive Cargo (See Protected Cargo)**—Small arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions.

**Shipper's Service Control Office (SSCO)**—A *MILSTAMP* term used to describe an activity established by a military service or agency to perform logistics management functions such as serving as an airlift clearance authority. This instruction and the governing Defense Transportation Regulations refer to these functions separately as the Airlift Clearance Authority (ACA), Water Clearance Authority (WCA), and Ocean Cargo Clearance Authority (OCCA).

**Special Assignment Airlift Mission (SAAM)**—A mission by Air Mobility Command (other than the 89th Airlift Wing) for special pick-up or delivery normally at points other than established Air Mobility Command routes. (See Defense Transportation Regulation, Parts I, II and III).

**Split Shipment Unit**—A whole or partial shipment unit separated at transshipment point into two or more increments with each increment identified and documented separately.

**Tare weight**—(DOD) The weight of a container deducted from gross weight to obtain net weight or the weight of an empty container. (Joint Pub 1-02).

**Theater**—(DOD) The geographical area outside the continental United States for which a commander of a combatant command has been assigned responsibility. (Joint Pub 1-02).

**Theater-assigned transportation assets**—(DOD) Transportation assets that are assigned under the combatant command (command authority) of a geographic combatant commander. (See also combatant command (command authority); single manager for transportation in Joint Pub 1-02).

**Theater Commander in Chief (CINC)**—The commander of a unified command having responsibility and control for military operations in a designated geographical area.

**Third Party Billing (TPB)**—A billing procedure which allows traffic management offices to cite specific Air Force Working Capital Fund Transportation Account Codes in the shipper's reference block of the commercial bill of lading to pay for return of reparable to a depot or contractor repair facility or to ship Air Force Working Capital Fund assets laterally. This process can only be used with Headquarters United States Air Force/Traffic Management certified Third Party Billing carriers.

**Transportability**—(DOD) The capability of materiel to be moved by towing, self-propulsion, or carrier via any means, such as railways, highways, waterways, pipelines, oceans, and airways.

**Transportation priorities**—(DOD) Indicators assigned to eligible traffic which establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air. (Joint Pub 1-02).

**Ton**—A unit of measurement as follows.

Short (ST). 2,000 lbs.

Long (LT). 2,240 lbs.

Measurement (MT). 40 cubic ft.

Metric (MET). 2,204.6 lbs.

**Transportation Account Code (TAC)**—A four-digit code that identifies the appropriate service, agency, Foreign Military Sales country, or contractor account responsible for funding Defense Transportation System transportation charges (DoD 4500.32-R, Volume II) or AGILE Logistics, Third Party Billing (TPB) transportation charges.

**Transportation component command**—(DOD) The three component command of USTRANSCOM: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions. Also called TCC. (See also United States Transportation Command in Joint Pub 1-02).

**Transportation Control Number (TCN)**—The DoD standard shipment identifier composed of a 17-position number assigned to control a shipment unit throughout the transportation cycle.

**Water Clearance Authority (WCA)**—An activity which controls and monitors the Continental United States flow of cargo into Continental United States water terminals.

**Working capital fund**—(DoD) A revolving fund established to finance inventories of supplies and other stores, or to provide working capital for industrial-type activities. (Joint Pub 1-02).



## Attachment 2

## TABLE OF AIR FORCE PIPELINE TIME STANDARDS (IN CALENDAR DAYS)

**Table A2.1. The following time standards apply to all Air Force air eligible priority (TP-1/TP-2) shipments (SEE NOTE 1).**

	Base Processing	Transit Time
(SEE NOTE 2)		
Retrograde to Contractor or Depot Repair Location:		
Shippers located in:		
CONUS	1	1
Germany/UK	1	2
Italy/Japan	1	3
Korea/Southwest Asia/and other areas	1	4
Redistribution Orders and Lateral Movements Between:		
CONUS and		
CONUS	1	1
Germany/UK	1	2
Italy/Japan	1	3
Korea/Southwest Asia/and other areas	1	4
USAFE and		
USAFE	1	1
CONUS	1	2
PACAF/Southwest Asia/and other areas	1	4
PACAF and		
PACAF	1	1
CONUS	1	3
USAFE/Southwest Asia/and other areas	1	4

**NOTES:**

1. Time Standards Are Based On Agile Logistics Requirements.
2. Base Processing Includes Supply And Transportation Processing Actions.

**Attachment 3****TRANSPORTATION FUNDING CATEGORIES AND RESPONSIBILITIES**

**A3.1. Defense Working Capital Fund (DWCF).** DWCF (formerly DBOF) is a large revolving fund which combines previously existing commercial or business operations under a single treasury account but keeps prior organizational structures and command authority relationships. Revolving funds are financial systems that are dependent on the sale of goods and services for the cash necessary to finance the activities to certain DoD organizations. They do not have direct appropriations, and they operate at zero profit or loss. The Air Force Working Capital Fund (AFWCF), Supply Management Activity Group (SMAG) is a subset of the DWCF and consists of the following divisions.

**A3.1.1. MSD--Materiel Support Division: Budget Code 8.**

Air Force -managed reparable items and systems support items.

Fund Code 64, 6E, FA, FR, GA, GR, HA, HR, LA, LR, PA, and PR.

ERRC designators XB3, XF3, XD1, XD2, and XD3.

Line Replaceable Units (LRU).

Shop Replaceable Units (SRU).

Expendable, bit and piece support.

General items related to weapons systems, such as engine blades and aircraft spares.

Overhead and people required to manage the MSD, including the SDT required to move AFWCF items for MSDitem managers (IM).

**A3.1.2. GSD--General Support Division (Consumable): Budget Code 9.**

General support items.

Fund Code 6C and NS.

Non-Air Force managed items (e.g., DLA , GSA).

Expendable bit and piece support such as nuts, bolts, and O-rings.

Generally base funded items to include local purchase, local manufactured items, and IMPAC micropurchases.

**A3.1.3. MDD--Medical/Dental Support Division: No Budget Code.**

Medical support items.

Fund Code 6B.

Managed by Air Force Medical Logistics Office.

Expendable and medical materiel.

A3.1.4. The AFWCF charges the requisitioner for the item and for overhead. The overhead charge includes all transportation costs including overseas inland transportation for movement to the requisitioner and return for repair.

A3.1.5. It is important to recognize that codes (e.g., budget codes, fund codes, and ERRCs) only identify stock fund materiel. They do not, in themselves, determine proper TAC assignment.

**A3.2. Air Force Second Destination Transportation/Centrally Managed Allotment (SDT/CMA).** SDT/CMA pays for certain movements of non-AFWCF materiel. This includes movements of munitions, aircraft engines, and investment items that are managed on an Air Force, Table of Allowance, and purchased with acquisition money. Appropriations 3010/3020/3080. SDT/CMA funds for the following non-AFWCF materiel movements:

A3.2.1. CONUS movement from a repair facility.

A3.2.2. Over-ocean by MSC or AMC.

A3.2.3. CONUS port handling by MTMC.

A3.2.4. OCONUS inter or intra-theater movement by AMC or MSC.

A3.2.5. All other moves are paid by MAJCOM or base funds, except for Intercontinental Ballistic Missile (IBM) movements.

A3.2.6. CONUS inter-MAJCOM movements when Item Manager (IM) directed.

**A3.3. MAJCOM or Base Funds.** These funds pay for certain movements:

A3.3.1. CONUS movement of non-AFWCF items returning to a repair or storage facility.

A3.3.2. CONUS movement of any non-AFWCF intra-MAJCOM lateral support shipment regardless of IM direction, including movement to an APOE/WPOE/CCP.

A3.3.3. CONUS movement including to an APOE/WPOE/CCP of any non-AFWCF shipments coded as ISU, DOR, or MSI in the document identifier field of the DD Form 1348-1A.

A3.3.4. Overseas MAJCOM pays theater port handling of all non-AFWCF materiel.

A3.3.5. Overseas MAJCOM pays for all inland materiel movements for non-AFWCF assets unless moving via AMC or MSC.

A3.3.6. Overseas MAJCOM pays for container detention.

A3.3.7. The base funds all lateral munitions movement.

**A3.4. Process Exceptions for Specific Household Goods, Unaccompanied Baggage, Materiel Movement, and IMPAC Micropurchase Shipments Within the DTS.** The majority of Air Force sponsored household goods, unaccompanied baggage, and materiel movements, within the DTS, are charged to the funding appropriation cited on the TDY/PCS order or to the Transportation Account Code (TAC) on the base supply requisition authority. Certain authorized DTS movements must be paid from the unit/base O&M funds. Exceptions for these movements are:

A3.4.1. Movement of authorized unaccompanied baggage for personnel in TDY status or dependent student travel status: Contact AFMC LSO/LOTB to obtain a specific TAC for each shipment. The TCMD must include a miscellaneous trailer data record (T\_9), with an in-the-clear billing address and long-line O&M funding appropriation. After TAC receipt, comply with the normal MILSTAMP airlift clearance procedures.

A3.4.2. For OCONUS return movement of excess household goods to non-temporary storage in the CONUS, in conjunction with assignment to government quarters: AFMC LSO/LOTB will assign individual Transportation Account Codes (TAC) to each OCONUS installation having this requirement and load the TAC into the Master TAC Reference Table. Refer to AFMC LSO/LOT web site <http://www.afmc.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/> Normal MILSTAMP sealift clearance procedures apply. TP-4, Deferred Air Freight, is also an option.

A3.4.3. Movement of materiel for Air Force customers, to include IMPAC micropurchases, entitled to use the DTS but available TACs do not apply: Normally this will be for a one-time one-way movement requirement. Contact AFMC LSO/LOTB to obtain a specific TAC for each shipment. The TCMD must include a miscellaneous trailer data record (T-9), with an in-the-clear billing address and long-line O&M funding appropriation. After TAC receipt, comply with normal MILSTAMP airlift/sealift clearance procedures.

**A3.5. Defense Reutilization and Marketing Service (DRMS) Shipments.** The Defense Reutilization and Marketing Service (DRMS) will continue to fund, through FY 2001, for excess property transportation costs from the current Defense Reutilization and Marketing Office (DRMO) to the next nearest open DRMO.

**NOTE:** Immediately prior to the start of each fiscal year, AFMC LSO/LOT provides memorandums to each Air Force MAJCOM and DLA/DLSC with first and second destination SDT/CMA funding information. MAJCOM/LGTT/DONC must disseminate copies to their transportation shipping activities. These memorandums provide accounting classifications for Redistribution Orders/Reparable Returns and for shipments from Defense Logistics Agency (DLA) Depots. These memorandums are also posted on the AFMC LSO/LOT web site <http://www.afmc.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/>

## Attachment 4

## TRANSPORTATION ACCOUNT CODE (TAC) FUNDING REFERENCE TABLE

**A4.1. AFWCF Materiel. AFWCF pays for SDT as follows:**

All GSD AFWCF shipments, excluding inland transportation for OCONUS, use TAC F7GS and ATAC F7GS\*@0.

All MDD AFWCF shipments, excluding inland transportation for OCONUS, use TAC F7MD and ATAC F7MD\*@D.

All MSD AFWCF shipments, excluding inland transportation for OCONUS, use TAC F#RS and ATAC F#RS\*@0.

All non-AFWCF assets returning to depot or storage site use local funds.

NOTE: See TAC Reference Table Legend for TAC/ATAC symbols.

**A4.2. TAC Reference Table Legend:**

GSD = General Support Division

MDD = Medical/Dental Support Division

MSD = Materiel Support Division

# = ALC (2 = OC-ALC, 3 = OO-ALC, 4 = SA-ALC, 5 = SM-ALC, 6 = WR-ALC)

& = Use the appropriate non-AFWCF SDT TAC from paragraph **A4.3**.

\* = Insert last digit of FY; @ = Insert 2 for commercial air or 3 for commercial surface.

**NOTES:**

1. The shipment of non-AFWCF returns from a CONUS Air Force base to a CONUS repair facility or storage site is the funding responsibility of the owning CONUS MAJCOM. AFMC will fund CONUS inland from AMC/MTMC ports on non-AFWCF returns shipped from overseas bases to a CONUS repair facility.
2. The shipment of AFWCF over the ocean cargo moves on a DLA TAC but is reimbursed by AFWCF to DLA.
3. Use SDT/CMA TAC when shipment moves intra-theater via AMC or MSC.

**SDT DEPOT ISSUES/RETURN OF REPARABLES/IM DIRECTED RDOs/LATERALS**

Shipment Origin	AFWCF	Non-AFWCF
	GSD	MDD
		MSD

**Overseas (O/S):**

O/S Inland Transportation	F7GS	CMD	F#RS	CMD(3)
Over-ocean Port Handling	F7GS	CMD	F#RS	CMD
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
CONUS Inland Trnsp	F7GS	F7MD	F#RS	F8&&

**Base to Base/Depot/Contractor:**

CONUS Inland Trnsp	F7GS	F7MD	F#RS	See Note 1
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
O/S Port Handling	F7GS	CMD	F#RS	CMD
O/S Inland Trnsp	F7GS	CMD	F#RS	CMD(3)

**Depot to Base/Depot/Contractor:**

CONUS Inland Trnsp	DLA	F7MD	DLA	F8&&
CONUS Port Handling	DLA	F7MD	DLA	F8&&
Over-ocean Trnsp	DLA(2)	F7MD	DLA(2)	F8&&
O/S Port Handling	DLA(2)	CMD	DLA(2)	CMD
O/S Inland Trnsp	F7GS	CMD	F#RS	CMD(3)

**Contractor to Base/Depot/Contractor:**

CONUS Inland Trnsp	F7GS	F7MD	F#RS	F8&&
CONUS Port Handling	F7GS	F7MD	F#RS	F8&&
Over-ocean Trnsp	F7GS	F7MD	F#RS	F8&&
O/S Port Handling	F7GS	CMD	F#RS	CMD
O/S Inland Trnsp	F7GS	CMD	F#RS	CMD(3)

**A4.3. Non-AFWCF Materiel.** Base level supply system identifies RDO shipments of non-AFWCF materiel and assigns the appropriate TAC. The logic below is used to determine the appropriate ATAC for GBL shipments. The following is a list of TACs and corresponding ATACs for non-AFWCF material:

Legend: \* = Insert last digit of FY; @ = Insert 2 for commercial air or 3 for commercial surface.

\*\* = Contact AFMC LSO/LOTB to obtain fund cite for commercial movements.

PROJECT CODES	DESCRIPTION	TAC	ATAC
188	AFCC Pacer Park Comm. Equipment	F8J0	F8J0*@0
299	AFCC Pacer Scheme Comm. Equipment	F8J0	F8J0*@0
202	Credible Dove	F8PT	F8PT*@0

PROJECT CODES	DESCRIPTION	TAC	ATAC
205	Senior Year U2 Support	F8U2	F8U2*@9
445	HQ USAF Special Projects	F8X0	F8X0*@3
L86	Pacer Movement Rapid Deployment	F8PD	F8PD*@R
9BU	Southern Watch	F8PB	F8PB*@9
9FF	Operation Joint Guard	ABS5	**
FEDERAL STOCK CLASS (FSC)	DESCRIPTION	TAC	ATAC
1710, 1720, 1730, 3655, 3950, 4110, 4120, 4130, 4310, 4320, 4520, 4910, 4920, 4930, 4950, 5411, 6105, 6110, 6115, 6116, 6120, 6125, 6130, 6150, 6220, 6230	AGE	F8HA	F8HA*@9
2840	ENGINES	F8KA	F8KA*@9
1336, 1337, 1338, 1410, 1420, 1427, 1440, 1450, 4935, 6920, 8140	TAMP	F8RT	F8RT*@9
1740, 2310, 2320, 2330, 2420, 3805, 3810, 3825, 3830, 3895, 3920, 3930, 4210	VEHICLES	F8WR	F8WR*@C
1305, 1310, 1315, 1320, 1325, 1330, 1370, 1375, 1376, 1377	AIR MUNITIONS	F8UT	F8UT*@L
5800 THRU 5895	COMMUNICATIONS EQUIPMENT	F8J0	F8J0*@C
DoDAAC (Ship to) F_6000 THRU F_6599	AIR NATIONAL GUARD	F8E0	F8E0*@0
ALL OTHERS			
SDT Investment Item other than the Project Codes, FSC, or DoDAACs shown above.		F8RL	F8RL*@A

## NOTES:

1. AFMC LSO/LOT WILL PROVIDE UPDATES ON OSD/CJCS OR OTHER DOD ASSIGNED PROJECT CODES.
2. SEE [Attachment 3](#) FOR TAC PROCESSES THAT APPLY TO SPECIFIC HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, MATERIEL MOVEMENT/IMPAC MICROPURCHASE SHIPMENTS.
3. THE FEDERAL STOCK CLASS (FSC) LIST IS NOT ALL INCLUSIVE.

**Attachment 5****SF FORM 1103, GOVERNMENT BILL OF LADING, CONTROL PROCEDURES**

**A5.1. GBL Controls.** The following procedures will be implemented by all shippers to ensure positive control over GBLs. See DTR, Part II, Cargo Movement, for additional guidance.

A5.1.1. TMOs and their designated representative, will be appointed in writing as the responsible installation GBL issuing officer and held accountable for GBL control, safekeeping and disposition. Other activities will designate in writing their Point of Contacts (POC) to the TMO.

A5.1.1.1. TMO will appoint, in writing, all GBL preparers, certifying proper training has been conducted.

A5.1.1.2. TMOs are responsible for keeping the GBL appointment letter up to date at all times and will immediately remove individuals from the list when they are no longer authorized to prepare GBLs.

A5.1.2. TMOs should either separate duties or provide additional oversight to GBL preparation and processing functions.

A5.1.2.1. Supervisors will periodically review a random number of GBLs prior to their issue to ensure completeness, accuracy, and monitor compliance with individual GBL block changes.

A5.1.2.2. TMOs should ensure 100 percent review of GBLs created for classified materiel, hazardous cargo, and other sensitive items.

A5.1.2.3. GBLs will not be used for commercial, door-to-door, export shipments except where host nation customs requirements dictate.

A5.1.3. TMOs will maintain records of both paper and electronic GBLs issued and the supply of GBLs on hand.

A5.1.3.1. Electronic records will be maintained electronically.

A5.1.3.2. A file will be kept of numbers given by MTMC.

A5.1.4. Open packages of ordered GBLs immediately upon receipt and inventory to verify that none are missing.

A5.1.5. TMOs will perform external audits at least every 180 days to verify inventories and records.

A5.1.6. Blank, unnumbered, original GBLs or reassembled GBL sets which have been issued to traffic managers or their designated representatives may be transferred only to other traffic managers or their designated representatives.

A5.1.7. When GBLs have become unfit for use or have been issued and the planned shipment is subsequently canceled, all parts of the GBL set, except for the original, will be destroyed. The original will be marked "canceled" or "void" and filed in the "property shipped" bill of lading file. Notify MTMC immediately.

A5.1.8. If the original is unavailable for filing, a substitute form will be annotated with a signed explanation on why the GBL is missing.



A5.1.9. Lost, stolen, or otherwise unaccounted for GBLs will be immediately reported to MTMC.

A5.1.10. For recovered GBLs, all parts of the GBL set, except the original, will be destroyed. The original will be marked “canceled” or “void” and filed in the “property shipped” bill of lading file.

A5.1.11. Shippers will maintain limited numbers of either unnumbered or pre-numbered paper GBLs. Recommend 50 paper GBLs for large shippers and 20 for small shippers who make less than 20 shipments per month. As the unit of issue for paper GBLs is 100 per package, no office should have more than 100 paper GBLs on hand. Units with automated GBL producing capabilities, who maintain unnumbered paper GBLs, should contact MTMC/MTOP-CT for GBL numbers to be used with the unnumbered paper GBLs. These GBL numbers should only be used during times of system failure. Do not load these numbers into your automated system. These numbers will be maintained on a separate GBL register and kept under lock and key. Pre-numbered GBL forms will be ordered from USAPPC. See DTR, Part II, Chapter 206, for more details.

A5.1.12. The number of electronic GBL numbers ordered at any single time will be based on an estimated 6 months' workload.

A5.1.13. GBL controls must be reinforced through training, inspections and briefings.

Attachment 6

TRANSPORTATION CONTROL NUMBER (TCN) AND REGISTER FOR NON-MILSTRIP SHIPMENTS

**A6.1. Assign TCNs to Non-MILSTRIP Shipments.** Place a record of the transaction into your locally developed TCN system as follows:

- A6.1.1. Date--Julian.
- A6.1.2. TCN--A 17 digit alpha-numeric code constructed according to MILSTAMP, Volume I.
- A6.1.3. Required Delivery Date (RDD). A calendar date that specifies when materiel is actually required to be delivered to the requisitioner. It is always a date that is earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date. RDD field may contain 999, N--, E--, 444, 555 or 777 to indicate expedited handling required. A blank RDD field indicates routine handling.
- A6.1.4. From--The activity offering the materiel for shipment.
- A6.1.5. To--DoDAAC of the Consignee or the "in the clear" address of the recipient. **See Note.**
- A6.1.6. Mode--Mode code taken from MILSTAMP, Volume I.
- A6.1.7. Remarks--Example name and phone number of person and activity directing or authorizing shipment.

**A6.2. Example of TCN Record:**

Julian Date	TCN Number Assigned	RDD	From	To
7111	FB23008212X301XXX	777	AF Avionics Lab	FB2059
Wt	Cube	Mode	Remarks	
85	4	B	Maj Joan Smith/AFMC/LOT/71234	

NOTE: OCONUS SMALL PACKAGE CONTRACT CARRIER SERVICE SHIPMENTS MUST REFLECT THE INTERNATIONAL FOREIGN POSTAL CODE (ZIP) OF THE CONSIGNEE.

## Attachment 7

**PREPARATION OF DD FORM 1149,  
REQUISITION AND INVOICE/SHIPPING DOCUMENT**

**A7.1. DD Form 1149, Requisition and Invoice/Shipping Document.** This form is used for non-MIL-STRIP shipment processing. The shipper requests non-MILSTRIP shipment support to the TMO on a DD Form 1149. The customer must provide written authority for movement when requested by transportation. The customer must complete those blocks listed below unless otherwise stated. The customer should use the following as additional guidance in preparing DD Form 1149. An automated DD Form 1149 software program is available for customers, which provides for download of this information to CMOS.

Block 1, shipper's unit/office symbol, address, and phone number (DSN and Commercial).

Block 2, address of consignee. See [Attachment 6](#), Note.

Block 3, name and phone number (DSN and Commercial) of consignee.

Block 4, fund cite obligated for movement charges. (Usually local O&M or customer funds).

Block 4(a), item no.

Block 4(b), national stock number (NSN) and nomenclature. If NSN is unavailable, provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified material that is considered sensitive or requires added protective service. Likewise, hazardous materiel shipments must be clearly documented to reflect the proper shipping name. Customers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 will be prepared by the customer to distinguish between general, classified and hazardous materiel. **NOTE:** For all shipments that **DO NOT** contain classified, sensitive, protective or hazardous materiel, the following statement will be inserted and initialed by the customer: "This shipment does not contain any classified, sensitive, protective or hazardous materiel."

Block 4(c) unit of issue.

Block 4(d), quantity.

Block 4(e), supply action (complete as applicable).

Block 4(f), type of container (complete as applicable).

Block 4(g), number of containers (complete as applicable).

Block 4(h), unit price.

Block 4(i), total shipment unit cost.

Block 5, (requisition date) date shipment offered.

Block 6, TCN (TMO complete).

Block 7, RDD (also see block 9 ).

Block 8, priority based on RDD.

Block 9, authority for shipment. Shippers will provide written authority for expedited movement. See paragraph 5.1.3.

Block 10, signature of accountable person obligating expenditure of government funds for movement.

Block 11(a), printed name and title of signatory.

Block 11(b), printed unit and phone number of signatory.

Block 12, date shipped (TMO complete).

Block 13, mode/method of shipment (TMO complete).

Block 14, Government or Commercial bill of lading number (TMO complete).

Block 15, enter carrier pick-up point (TMO complete).

Block 16, TAC/ATAC only for over-the-ocean or intra theater shipments via AMC/MSC/MTMC (TMO complete).

Block 17, special handling code(s) (TMO complete).

Block 18, names of person(s) who (1) received; (2) in-checked; (3) and packed the shipment. TMO also completes the final shipment configuration of this block.

#### **A7.2. Minimum Distribution:**

Original maintained by TMO.

One copy to shipper.

One copy in outside packing list unless shipment is classified.

## Attachment 8

# **CONTROLLED ITEM CODES/PHYSICAL SECURITY CODES AND MAIL HANDLING PROCEDURES**

**A8.1.** The following table provides the Controlled Item Code (CIC)/Physical Security Code (PSC) and the degree of protection (risk category) which is associated with that code. The CIC or PS is found in Block 9 of the DD Form 1348-1A and in Block X of the DD Form 1348, **Issue Release/Receipt Document**. The information provided in this attachment, used in conjunction with [Attachment 9 \(A9.2.\)](#), ensures that the proper level of protection will be assigned to an item during transportation.

**A8.2.** Risk category codes (e.g., Sensitivity Code, Security Code) use the item stock number and the FEDERAL LOGistics (FED LOG) Data on Compact Disc. FED LOG is maintained by DLA, Battle Creek MI 49017-3084, DSN: 932-4725.

**A8.3.** Further guidance for moving SECRET or CONFIDENTIAL materiel by mail is in DoD 5200.1R/AFI 31-401, *Managing the Information Security Program*. DoD 4525.8-M/AF Supplement 1, *Official Mail Manual*, restricts shipments to a packaged weight of 70 pounds or less and 100 inches in length and girth combined. United States Postal Service (USPS) can be used for sensitive CAT II, III, and IV handguns, shoulder-fire weapons, and machine guns.

CIC/PS	Risk Category/Degree of Protection	Mail Handling
1	Cat I AA&E	
2	Cat II AA&E	Registered Mail, return receipt
3	Cat III AA&E	Registered Mail, return receipt
4	Cat IV AA&E	Registered Mail, return receipt
5	Cat I/Secret	
6	Cat I/Confidential	
7	Pilferable	Regular Mail
8	Cat II/Confidential	
9	Controlled Cryptology	Registered Mail
A	Confidential	Regular Mail
B	Confidential	Regular Mail
C	Confidential	Regular Mail
D	Confidential	Registered Mail
E	Secret Cryptology	Registered Mail
F	Top Secret Cryptology	
G	Secret	Registered Mail

H	Secret	
I	Pilferable	Regular Mail
J	Pilferable	
K	Top Secret	
L	Top Secret	
M	Pilferable	
N	Pilferable	
O	See NAVSEAINST, C5511.32	
P	Pilferable	
Q	Drugs/Controlled	
R	Precious Metal/Controlled	
S	Secret	
T	Top Secret	
U	Unclassified	
V	Pilferable	
W	Pilferable	
X	Pilferable	
Y	Pilferable	
Z	Pilferable	
\$	Pilferable	

## Attachment 9

**SERVICES AND STANDARDS FOR MOVING CLASSIFIED AND PROTECTED ITEMS**

**A9.1. Transportation Protective Service (TPS) codes are listed below.** Signature and Tally Record Service (ST) is designed to provide continuous tracking of shipments from origin to destination. It is considered a tracing service, not a protective service when used independently. The DD Form 1907, Signature and Tally Record, is normally used for ST. An equivalent carrier-furnished signature and tally record is acceptable. See DTR, Part II, Cargo Movement, for additional information on TPS codes and use of the Defense Transportation Tracking Service (DTTS).

<b>TPS</b>	<b>Code</b>
DOD Constant Surveillance Service	CS
Dual Driver Protective Service	DD
Dual Driver Protective Service with National Agency Check	DN
Motor Surveillance Service	MS
Protective Security Service	PS
Rail Armed Guard Surveillance Service	RG
Rail Inspection Service	RI
Security Escort Vehicle Service	SE
Satellite Motor Surveillance Service	SM
Signature and Tally Record Service	ST

**A9.2. Minimum TPS for Sensitive AA&E and Classified Shipments.**

<b>Security Risk Category (SRC)</b>	<b>Protective Service Required</b>
1, 2, 6, 8	SM and DN
5	SM and PS
3, 4, 7, UNCAT, 1.1, 1.2, 1.3 (OVER 200 LBS)	SM and DD
3, 4, 7, UNCAT, 1.1, 1.2, 1.3 (200 LBS AND UNDER)	CS
UNCAT 1.4	N/A (FAK)
S	PS
C	CS
P	N/A (FAK)

Table Legend for SRC:

1 = Highest Sensitivity AA&E (CAT I)	S = SECRET classified
2 = High Sensitivity AA&E (CAT II)	C = CONFIDENTIAL classified

- 3 = Medium Sensitivity AA&E (CAT III)      UNCAT = Uncategorized Ammo and Explosives  
4 = Low Sensitivity AA&E      P = Pilferable Item  
5 = CAT 1 that is classified SECRET  
6 = CAT 1 that is classified CONFIDENTIAL  
7 = UNCAT DEMIL Ammo and Explosives  
8 = CAT 2 that is classified CONFIDENTIAL



## Attachment 10

**TABLE FOR ESCORT CRITERIA OF ARMS, AMMUNITION,  
AND EXPLOSIVES (AA&E)**

Table A10.1. Escort Criteria for Arms.

<b>Escort Table Legend:</b>					
<b>C/SH = Commodity/Special Handling Code (DoD 4500.32-R, Volume 1)</b>					
<b>* = A T_9 record will be used to identify Risk Category II Secret and Risk Category III and IV Secret or Confidential according to DoD 4500.32R, MILSTAMP, Volume I.</b>					
<b>C/SH Code</b>	<b>Hand Receipt Required</b>	<b>Risk Category Code</b>	<b>Risk Protection Category</b>	<b>Minimum Security Requirement</b>	<b>Minimum Transportation Requirement</b>
21, 25, 26	Yes	I	Very high risk arms	Constant armed surveillance: a. During loading/off-loading operations. b. To/from carrier's equipment and approved storage area. c. At scheduled or non-scheduled en route stops where off-loading is not required.	Ensure security police are notified of armed surveillance requirements.
22, 28, 2S,*	Yes	II	High risk arms	one armed escort plus one other person to and from carriers equipment and approved storage area.	Same as minimum security requirement.
23, 2S*, 2C*	Yes	III	Med risk arms	Same as for C/SH code 22 and 28.	Same as for C/SH code 22 and 28.
24, 2S*, 2C*	Yes	IV	Low risk arms	Same as for C/SH code 22 and 28.	Same as for C/SH code 22 and 28.
2N,	No	Non Sensitive	None		None.
2Z,	No	Non Sensitive	None		None.

**Table A10.2. Escort Criteria for Ammunition (refer to Escort Table Legend at beginning of Table A10.1).**

<b>C/SH Code</b>	<b>Hand Receipt Required</b>	<b>Risk Category Code</b>	<b>Risk Protection Category</b>	<b>Minimum Security Requirement</b>	<b>Minimum Transportation Requirement</b>
31, 35, 36	Yes	I	Very high risk	Same as C/SH Arms 21, 25 and 26	Same as C/SH Arms 21, 25, and 26
32, 38, 3S*	Yes	II	High risk	None	Use one custody activity personnel from carrier's equipment and approved storage site.
33, 3S*, 3C*	Yes	III	Med risk	None	Use one custody activity personnel for constant surveillance to and from carrier's equipment and approved storage site.
34, 3S*, 3C*	Yes	IV	Low risk	None	Same as C/SH 33.
3M,	No	N/A	Non Sensitive	None	None
3Z,	No	N/A	None	None	None

**Table A10.3. Escort Criteria for Explosives (refer to Escort Table Legend at beginning of Table A10.1) .**

<b>C/SH Code</b>	<b>Hand Receipt Required</b>	<b>Risk Category Code</b>	<b>Risk Protection Category</b>	<b>Minimum Security Requirement</b>	<b>Minimum Transportation Requirement</b>
41, 45, 46	Yes	I	Very high risk	Same as C/SH 21, 25 and 26.	Same as C/SH 21, 25 and 26.
42, 48	Yes	II	High risk	None	Same as C/SH 32 and 38.
43, 4S*	Yes	III	Med risk	None	Same as C/SH 33.
44, 4S*, 4C*	Yes		Low risk	None	Same as C/SH 33.
4M8,	No	N/A	Non Sensitive	None	None
4Z,	No	N/A	None	None	None

## Attachment 11

# **MODE/METHOD, DIRECTIVE, AND CERTIFICATION REQUIREMENTS FOR HAZARDOUS CARGO MOVEMENT**

**A11.1. Shipper Certification.** International, federal, and military regulations require the shipper to certify that hazardous materials are properly classified, described, packaged, marked, labeled, and in proper condition for transportation. **THIS INCLUDES HAZARDOUS MATERIEL IMPAC MICROPURCHASE SHIPMENTS.** See [Attachment 1](#) for additional directive guidance. Depending on the mode/method or whether the shipment moves by commercial or by military transportation, the specific language may vary and specific forms may be prescribed. Shippers are reminded that when transporting hazardous waste, hazardous waste manifests are required as well as appropriate EPA generator and transporter identification numbers.

## **A11.2. Applicable Regulations and Certification Requirements by Mode/Method:**

MODE	GOVERNING DIRECTIVE FOR MOVEMENTS	CERTIFICATION REQUIREMENTS
<b>TRUCK/RAIL:</b>		
Commercial/Military	49 CFR 100-199 DoD 4500.9-R, DTR, Part II and III DoD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on the shipping papers.
<b>AIR:</b>		
Commercial Domestic	49 CFR 100-199 Tariff 6-D	Specific language prescribed. Certification must be included on the shipping papers.
Commercial Domestic	ICAO/IATA	Shipper's Declaration for Dangerous Goods.
Commercial International	ICAO/IATA FCG	Shipper's Declaration for Dangerous Goods.
Military Air	AFJMAN 24-204 DoD 4500.54-G, Foreign Clearance Guide (FCG)	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.

<b>MODE</b>	<b>GOVERNING DIRECTIVE FOR MOVEMENTS</b>	<b>CERTIFICATION REQUIREMENTS</b>
AMC Contract (including Cat-B Missions)	49 CFR 100-199 DOT Exemptions 7573 & 9232, AFJMAN 24-204 (as authorized by the regulations and exemptions) DoD 4500.54-G, Foreign Clearance Guide (FCG)	Shipper's Declaration for Dangerous Goods. Specific language prescribed on air manifest.
<b>WATER:</b>		
Commercial	IMDG Code DoD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on or with the shipping documents.
MSC owned or controlled	49 CFR 100-199 DoD 4500.54-G, Foreign Clearance Guide (FCG)	Specific language prescribed. Certification must be included on or with the shipping documents.

## Attachment 12

**TRANSPORTATION SUPPORT OF CONTRACTING AND SHIPPING INSTRUCTIONS  
FOR VENDOR PREPAID SHIPMENTS**

**A12.1. Transportation and Traffic Management Guidance.** Transportation and traffic management guidance pertaining to contract support is in numerous DoD, Joint Service, Air Force instructions, manuals, and civilian agency directives. The most used are listed below:

DoD 4500.32R, *MILSTAMP*, Volume I.

DoD 4500.9-R, *Defense Transportation Regulation (DTR), Part II, Cargo Movement*.

AFJMAN 24-204, *Preparation of Hazardous Materiels for Military Air Shipments*.

Title 49, Code of Federal Regulation--Transportation.

AFMAN 16-101, *International Affairs and Security Assistance Management*.

FAR, Federal Acquisition Regulation. (Particularly Parts 42, 47, and 52).

DoD FAR Supplement.

Air Force FAR Supplement.

**A12.2. Vendor Shipping Instructions.** The TMO may include the following 3 paragraphs verbatim into shipping instructions of contractual instruments, including purchase orders, when FOB Origin, contractor prepaid transportation is contemplated. Methods of shipping include USPS, other commercial small package carriers or any other carrier authorized use of commercial forms and procedures. (FAR 42.1403; 42.1404; 47.1042(b); 47.303-17; 47.304-1; 47.305-3, 47.305-5, and FAR 52.247-1.)

A12.2.1. Shipments 0-70 pounds and within size limitations. Ship prepaid by the least costly surface small package service or the USPS. Any direct charge for prepaid cost will be listed as a separate item on the invoice for the supplies shipped. Submit a copy of the transportation or freight bill with the invoice for cost verification. Failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges. Contractors shall not divide quantities into small parcels of 0-70 pounds for the purpose of avoiding shipment by other modes of transportation. (FAR 42.1401-1(a). Contractors shall not insure shipments at Government expense for the purpose of recovery in case of loss or damage, except where minimum insurance is required for the purpose of obtaining receipts at point of origin and upon delivery. (FAR 42.1404-1(d).

A12.2.2. Shipments 0-70 pounds NOT within size limitations, or shipments 71-999 pounds. Ship prepaid by surface and add as separate item to invoice. Prior to shipment, contact the Transportation Officer (TO) (insert office and telephone number here) to obtain names of low-cost carriers. Provide the number of packages, dimensions, gross weight, and any special handling requirements to the TO at this time. Annotate the bill of lading "Transportation under this tender is for the U.S. Department of Defense and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to and are to be reimbursed by the Government." Also, describe the freight on the bill of lading as "DoD unique commodity code" 999912 or "DoD unique commodity code" 999913 "Freight All Kinds." The TO will provide the carrier's tender number for annotation on the bill of lading. Provide a copy of the paid freight bill with the invoice. Failure to properly annotate the

bill of lading, failure to use low-cost carrier provided or approved by the TO, and failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges.

A12.2.3. Do not make shipments without contacting the TO (insert the office and telephone number here) at least 5 workdays prior to movement on less-than-truckload quantities (under 10,000 pounds) and 14 days prior to shipment on truckload quantities (10,000 pounds or more). When using telephone coordination, the contractor must provide the following information: number of pieces, dimensions, weight per piece, hazardous content information, other information affecting the shipment, and date available for shipment. Upon request, contractors must submit a DD Form 1659, Application for U.S. Government Shipping Documentation/Instruction, to the cognizant TMO.

## Attachment 13

## TRACING PROCEDURES

**A13.1.** TMOs may use the tracing process to determine the status or location of shipments which have been delayed, misplaced, or upgraded in priority. Do not initiate tracer action until supply provides positive notification that the shipment has been released for movement to the consignee, and that normal transit time has expired and undue delay has occurred. Initiate tracer action as follows:

A13.1.1. Shipments within CONUS:

TP-1 (*Expedite*) 999/NMCS/MICAP, normally not prior to 3 days after shipped date.

TP-2 (*Expedite*), not prior to 7 days after shipped date, and not later than 30 days after shipped date.

TP-3 (*Routine*), not prior to 15 days after shipped date, and not later than 90 days after shipped date.

A13.1.2. Shipments from CONUS to overseas:

TP-1 (*Expedite*) 999/NMCS/MICAP, normally not prior to 4 days after shipped date.

TP-2 (*Expedite*), not prior to 12 days after shipped date, and not later than 45 days after shipped date.

TP-3 (*Routine*), not prior to 30 days after shipped date, and not later than 120 days after shipped date.

**A13.2. Tracer Action Required (TAR) Listing.** Compare entries against the property received files. Annotate each entry after review.

A13.2.1. If received, show date received.

A13.2.2. If not received, show "TMO Tracing," then trace the shipment through the carrier, or with the consignor if known. Send tracer action requests to the item manager when the consignor can't be identified.

A13.2.3. If TMO information differs with that shown on the TAR, circle the outdated transportation data and enter updated status.

A13.2.4. Attach a copy of the SF 361, Transportation Discrepancy Report (TDR), or tracing message, to the TAR and annotate "SF 361/Message attached." Preparation and distribution of SF 361 is made according to the DTR, Part II, Cargo Movement.

A13.2.5. If the majority of line items are repeats from the previous TAR, annotate "Previously Researched by TMO, Supply Records Maintenance Action Required," and return the TAR to supply for action.

A13.2.6. The annotation "TM1 action required", requires base supply to submit a request for transportation status on overseas follow-ups, through the Defense Automated Addressing System (DAAS) to the Air Force Shipper Service Control Office (SSCO), AFMC LSO/LOTA, for tracing action. The SSCO maintains the Enhanced Transportation Automated Data System (ETADS) which contains shipment data on all Air Force-sponsored shipments moving via the DTS to overseas Air Force activities.

**A13.3. Delinquent Shipment Listing or R40 Procedures.** Compare entries against the property shipped files. Annotate each entry after review.

A13.3.1. If the item has been shipped, enter the mode, TCN, date shipped, hold code, etc. Alternatively, simply attach a copy of the shipment planning worksheet.

A13.3.2. Enter Julian date shipment was made if confident of the date although unable to provide hold data or TCN/GBL.

A13.3.3. Enter "no record of receipt from supply" if there is no record of the item being received from supply.

A13.3.4. Line out those entries for which movement data was previously submitted.

A13.3.5. Additional procedures for CMOS operating locations:

A13.3.5.1. Check the Volume of the MILSTRIP shipments manually in-checked (without pre-positioned data from the SBSS in file). Too many shipments which have to be manually input indicate a problem with the Interactive Communication Interface (ICI) or SBSS. Check with local supply computer room supervisor and the LAN manager. Satellite accounts should contact their host SBSS for assistance. If all shipments to a specific off-base organization (e.g., document identifier ISU, MSI, or DOR for a single organization code (X373AA12341234) or all shipments to DRMS. Documents with identifier TRM have to be manually input. Have base supply ensure the off-base indicator is set correctly.

A13.3.5.2. Check the accuracy of the MILSTRIP shipments manually in-checked, without pre-positioned data from the in file. Any variance (e.g. FB instead of FE, transposed digits, system designator 01 instead of A1, etc.) between the supply document number and the system designator on the document and the input to CMOS will cause the SSC message to fail at the SBSS and the correct TCN may appear on both Part 5 and Part 6 of the R40 report.

A13.3.5.3. Is the supply Document Control Section researching correcting the rejects (type 260) from SSCs returned to the SBSS with erroneous (non-matching) system designators or document numbers.

A13.3.5.4. Check the inbound message log for messages with transmission mode of "ICI" and transmission status of "F" (failed). Have these failures been reviewed with the local supply computer room personnel? Has the CMOS team at the SSG FAB (DSN 596-5771) been notified and/or has an SBSS discrepancy report been submitted?

A13.3.5.5. Ensure all shipments are released each day. Ensure every item in all consolidated shipments has been unchecked, linked to the lead TCN, and released in CMOS. The release action generated the communication messages for all CMOS interfaces, including the SBA and is essential for in-transit visibility and accurate record keeping.

A13.3.5.6. Do items appear on the R40 even though the shipment was in-checked and/or shipped and released, prior to the date of the R40? If so, select three to five examples which were in-checked and/or shipped within the last 30 days. Ask the base supply Document Control Section supervisor to ensure that the SBSS shipment suspense record for each example still does not contain the in-checked or shipment information. Check the outbound message log and select the corresponding ICI message and verify the transmission status field. This will cause the message to be resent to the SBSS. Coordinate with the base supply Document Control Section supervisor and



obtain feedback as to when these messages (specific TCNs) are received and whether they loaded data correctly or rejected (failed). If they have not been received within a reasonable time, check the transmission status field and ensure it had changed back to a "P" (processed). Then ensure all ICI connections are up and talking to each other.

A13.3.5.7. Are the CMOS R40 monitor, the SBSS computer room supervisor, and the base supply Document Control Section supervisor working together to resolve problems?

A13.3.5.8. Are problems which are beyond local capabilities to fix elevated to the SSG Field Assistance Branch (DSN 596-5771) for resolution?

**A13.4.** TMO is to return the completed TAR listing and R40 to supply within 5 business days after receipt.

**A13.5.** The Air Force SSCO processes tracer requests as follows:

A13.5.1. Match the tracer TCN against data files and status listings.

A13.5.2. If there is no record of shipment, respond to requesting activity with a TMA and to the shipping activity with a TM1.

A13.5.3. If there is only a record of the ATCMD, then send a TMA to the requesting activity and a TM1 to shipper and POE.

A13.5.4. If there is a record of POE receipt, but no lift data, then send a TMA to requesting activity and TM1 to POE.

A13.5.5. If there is a record of POE receipt and lift data, then send a TMA to requesting activity.

**A13.6.** If the TMO shipped by a commercial carrier, trace directly with that carrier.

**Attachment 14****REQUEST PROCEDURES FOR RAPID AREA DISTRIBUTION SUPPORT (RADS) TEAM****A14.1. Requesting Base Responsibilities:**

A14.1.1. Prioritize and forward requests for RADS assistance and extensions to their respective MAJCOM.

A14.1.2. Ensure all required data is submitted in sufficient time for their headquarters to meet established suspenses.

**A14.2. All Requests will Include the Following Information:**

A14.2.1. A detailed description of tasks to be accomplished, including the type/level of assistance desired and work location. Also include the impact if no RADS assistance.

A14.2.2. Estimate the number of personnel required by Air Force Specialty Code (AFSC).

A14.2.3. Number of days that will be required to perform the task and the desired reporting date for the team.

A14.2.4. Country and theater clearance and passport requirements.

A14.2.5. Security clearance requirements for team members. If not the same for all team members, break out the requirements by AFSC.

A14.2.6. Unique requirements (i.e., weapons qualifications, vehicle operation qualifications, HM qualifications or other special training).

A14.2.7. Identify all points of contact to include the name, address, organization symbol, and telephone numbers of appropriate personnel.

A14.2.8. Special clothing, personnel equipment, etc., required to be provided to team members before departing home stations.

A14.2.9. Identify availability of on-base quarters, facilities, (e.g., lodging, dining, clinics, hospitals, laundry, base exchange, theater, etc.) and government owned vehicles.

## Attachment 15

**CARGO MOVEMENT OPERATIONS SYSTEM (CMOS) INSPECTION CHECKLIST**

**A15.1. CMOS INSPECTION CHECKLIST.** TMOs should use the following checklist to ensure compliance with CMOS operating procedures:

- A15.1.1. Has TMO appointed primary and alternate CMOS Systems Administrators (SAs)?
- A15.1.2. Are CMOS SAs performing required system maintenance?
- A15.1.3. Have all training requirements been identified to MAJCOMs?
  - A15.1.3.1. Database Reorganizations.
  - A15.1.3.2. Maintaining warranty information for all hardware.
- A15.1.4. Are new CMOS releases loaded within 30 days of receipt?
- A15.1.5. Are SAs checking, responding, and clearing CMOS messages?
- A15.1.6. Are the SAs looking at their priority messages in the following areas?
  - A15.1.6.1. System Administration.
  - A15.1.6.2. Planning and Packaging.
  - A15.1.6.3. Inbound Surface Freight.
  - A15.1.6.4. Outbound Surface Freight.
  - A15.1.6.5. Outbound Air Freight.
  - A15.1.6.6. Inbound Air Freight.
- A15.1.7. Are CMOS SAs running backup tapes each night?
- A15.1.8. Are SAs keeping a log of errors that occurred during loads?
- A15.1.9. Are backup tapes labeled properly?
- A15.1.10. Are tapes being stored off-site in order to recover in the event of a disaster?
- A15.1.11. Are CMOS SAs maintaining a thorough error log?
- A15.1.12. Are CMOS SAs provided a trouble call log for each CMOS work center?
- A15.1.13. Do CMOS SAs perform data consistency checks using the CMOS?
- A15.1.14. Are CMOS users releasing the following shipments in a timely manner?
  - A15.1.14.1. Surface shipments (GBL, CBL, truck manifest, Japanese Bill of Lading, Korean Bill of Lading, Army Europe Bill of Lading).
  - A15.1.14.2. I2P shipments.
  - A15.1.14.3. Small parcel shipments.
- A15.1.15. Has the TMO established an automated training program for all new trainees/PCS personnel?

A15.1.15.1. Password security.

A15.1.15.2. Trouble call procedure.

A15.1.15.3. Documenting trouble call procedures.

A15.1.15.4. Computer security.

A15.1.16. Is all training accurately documented in each trainee's record?

A15.1.17. Have all CMOS Systems Administrators completed the two week Systems Administrator course at the Lackland School House?

A15.1.18. Are base level transportation personnel using CMOS for the following functions?

A15.1.18.1. Packaging and Planning.

A15.1.18.1.1. In-check shipments from base supply.

A15.1.18.1.2. Consolidate shipments.

A15.1.18.1.3. DD Form 1348-1A preparation.

A15.1.18.1.4. DD Form 1387 preparation.

A15.1.18.1.5. Frustrate cargo.

A15.1.18.1.6. Shipment plan outbound cargo.

A15.1.18.1.7. Maintain reusable container program.

A15.1.18.1.8. Create seavan/MILVAN shipments.

A15.1.18.1.9. Create mail shipments.

A15.1.18.1.10. Release small parcel shipments.

A15.1.18.1.11. Create express shipments using I2P.

A15.1.18.1.12. Release I2P shipments.

A15.1.18.1.13. Maintain dangerous goods information.

A15.1.18.1.14. Prepare Shipper's Declaration for Dangerous Goods.

A15.1.18.1.15. Create CFM requests.

A15.1.18.1.16. Send CFM requests.

A15.1.18.1.17. Maintain POE/POD data.

A15.1.18.1.18. Maintain DoDAAC records.

A15.1.18.1.19. Maintain non-MILSTRIP TCN register.

A15.1.18.1.20. Create/accept DD Form 1149 data.

A15.1.18.2. Air Clearance Authority (ACA).

A15.1.18.2.1. Send ACA requests to the Shipper Service Control Office (SSCO).

A15.1.18.2.2. Check mail message for ACA challenges.

A15.1.18.2.3. Send ACA challenge notifications.

A15.1.18.2.4. Create advance TCMD diskettes for CAPS II aerial port operations.

A15.1.18.3. Inbound Air and Surface freight.

A15.1.18.3.1. In-check inbound cargo.

A15.1.18.3.2. Create discrepancy reports.

A15.1.18.3.3. Create stop-off certification.

A15.1.18.3.4. Turn over inbound cargo to local customer.

A15.1.18.3.5. Close movement documents.

A15.1.18.3.6. Turn over in-transit cargo to outbound work centers.

A15.1.18.3.7. Load inbound air manifest diskettes from CAPS II.

A15.1.18.3.8. Reply to inbound REPSHIPS.

A15.1.18.3.9. Reconcile TAR listings.

A15.1.18.4. Outbound Air and Surface Freight

A15.1.18.4.1. Create air manifest.

A15.1.18.4.2. Create pallet placard.

A15.1.18.4.3. Create cargo pull sheet.

A15.1.18.4.4. Create pallet inventory.

A15.1.18.4.5. Create discrepancy reports.

A15.1.18.4.6. Create GBLs.

A15.1.18.4.7. Create CBLs.

A15.1.18.4.8. Create Japanese Bills of Lading, Customs Free Export Form, Accessorial Services.

A15.1.18.4.9. Create Korean Bill of Lading.

A15.1.18.4.10. Create Army Europe Freight Consignment Notes

A15.1.18.4.11. Create truck manifest.

A15.1.18.4.12. Create I2P GBLs.

A15.1.18.4.13. Maintain commercial carrier data.

A15.1.18.4.14. Maintain obligation authority data.

A15.1.18.4.15. Create GBL correction notices.

A15.1.18.4.16. Maintain movement document register.

A15.1.18.4.17. Maintain tonnage distribution register.

A15.1.18.4.18. Create truck manifest diskettes.

A15.1.18.4.19. Create air manifest diskettes.

A15.1.18.4.20. Release all movement documents created.

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- A15.1.18.4.24. Electronically correct GBL errors/rejections within 24 hours.
- A15.1.18.4.25. Create REPSHIPS.
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  - A15.1.18.5.3. Maintain site specific information.
  - A15.1.18.5.4. Check audit logs.
  - A15.1.18.5.5. Update communications addressing.
  - A15.1.18.5.6. Set carrier default setting for I2P.
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  - A15.1.18.5.8. Maintain warranties for all hardware.
  - A15.1.18.5.9. Load CMOS releases packages in a timely manner.
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